

**MINUTES Of a Staffing Committee Meeting of Melksham Without Parish Council held on Monday 5<sup>th</sup> August 2013 at Crown Chambers, 7 Market Place, Melksham at 7.00 p.m.**

**Present:** Cllr. John Glover (Chairman of Meeting); Cllrs. Alan Baines; Mike Sankey; Pat Nicol and Terry Chivers

**Apologies:** Richard Wood

- 171/13 **Minutes, Staffing Committee 1<sup>st</sup> July:** The Staffing Committee noted the Minutes of 1<sup>st</sup> July Meeting
- 172/13 Arising from Min. 117/13 **Employee Sick leave:** It was noted that the Assistant Parish Officer was making good progress.
- 173/13 Arising from Min. 119/13 **Office Job Descriptions:** The Clerk presented draft office job descriptions to the Staffing Committee. These were each reviewed and minor amendments made as required.
- a) Revised Job Description for 1 day per week post for Assistant Parish Officer for Thursdays with effect from 1<sup>st</sup> October.
  - b) Responsible Finance Officer/Assistant Clerk post for 20 hrs per week with effect from 1<sup>st</sup> September.
  - c) Updated job description for Clerk who currently works 25 hours per week.
- Recommended:** . *The draft job descriptions be approved by the Council*
- 174/13 **Assistant Parish Officer – Salary.** It was noted that the working hours for this post would be changed to 6 hours per week (1 day – 9.30 – 4.00 p.m. inclusive 30 mins lunch-break) It was agreed that as the Assistant Parish Officer’s job description would include responsibilities to oversee the office when the Clerk and Assistant Clerk were absent..
- Recommended:** *The salary for this post be Scale 14.*
- 175/13 **Clerk – reduced hours:** It was noted that the Clerk had been working in excess of five hours extra every week for several months and would return to her normal working hours of 25 hrs per week with a further reduction in hours on 1<sup>st</sup> April next year.
- 176/13 **Responsible Finance Officer& Assistant Clerk post:** It was noted that the Responsible Finance Officer would be taking on additional responsibilities as Assistant Clerk and would be increasing her hours from 15 per week to 20 per week, with effect from 1<sup>st</sup> September, with a further increase of 5 more hours, bringing the total hours to 25 per week, in 2014.
- Recommended:** 1. *The salary for this post be Scale 27.*  
2. *The Council inform Wiltshire Council that all hours for this post were contractual.*
- 177/13 Arising from Min. 120/13 **Flexible Retirement:** **Recommended:** *The Council’s Employers’ Discretion Policy be unanimously approved by the Council and Wiltshire Pensions Dept be informed that this Policy had been approved.*
- 178/13 **Employment of Part-time Minute Secretary & Assistant:** The Staffing Committee reviewed a draft job description for this post. It was agreed the post should be for a

maximum of 18 hours per week, ensuring that there were sufficient hours to cover attendance at evening Council and Committee meetings to take Minutes. 15 hours would be worked in the office over 3 days (5 hrs per day from 9.30 a.m. – 3.00 p.m inclusive of 30 mins. lunch break) The Committee then reviewed a draft advertisement for this post. It was agreed to require applicants to have GCSE Grade A\* - C in Maths and English, excellent computer skills in word and excel and to stipulate that Local Council experience was desirable. It was further agreed that this post should be paid on Scale 12 pro rata £15,189. £7.895 per hr.

***Recommended:*** *This post be advertised as detailed above in Melksham News and related papers on 29<sup>th</sup> and 30<sup>th</sup> August and interviews take place on Monday 23<sup>rd</sup> September.*

179/13 **NJC Salary Increase 1% with effect from 1<sup>st</sup> April:** The Responsible Financial Officer reported that the NALC and SLCC were recommending a salary rise of 1% ; the first for 4 years, backdated to 1<sup>st</sup> April 2013. This was for all salary scales and applicable to all staff.

***Recommended:*** *The salary increase be paid.*

180/13 **Employer Superannuation increase 2014:** The Responsible Finance Officer reported that a letter from Wiltshire Pensions Dept had warned that Employers' Superannuation was likely to increase by 1% next year.

Meeting closed 8.20 p.m.

Chairman, 9<sup>th</sup> September 2013