

**MINUTES of a Staffing Committee Meeting of Melksham Without Parish Council held on Monday 1<sup>st</sup> July at Crown Chambers, 7 Market Place, Melksham at 7.00 p.m.**

*Item details relating to employees are excluded from public Minutes in accordance with Council Standing Orders 36 and 62 (Reason (a): It is desirable that the following matters be treated as confidential (a) engagement, terms of service, conduct and dismissal of employees) and the Public Bodies (Admission to Meetings) Act 1960 Paragraph 1, Clause 2:*

**Present:** Cllr. Richard Wood (Chair); Cllrs Alan Baines; John Glover; Pat Nicol and Mike Sankey

**Apologies:** Cllr Terry Chivers (Attending Shaw and Whitley Flooding Group Meeting)

- 112/13 **Declarations of Interest:** The Clerk Mary Jarvis and The Finance Officer, Teresa Strange declared an interest in matters relating to their employment and salaries and left the Meeting for 30 minutes when the Committee discussed future staffing arrangements (7.50 p.m. – 8.20 p.m)
- 113/13 **Minutes, Staffing Committee Meeting, 2<sup>nd</sup> July 2012:** These Minutes were noted.
- 114/13 Arising from Min. 136/12 **Staff Training:** It was noted that the Clerk had completed renewal training as Fire Marshall and in Health and Safety. The Caretaker had also renewed his qualification for Level II of Safety at Work- Health and Safety. However, staff were still trying to source Street Works Training for the Caretaker. At present although Wiltshire Council was not running any courses due to the process of changing over to its new contractor Balfour Beatty, it had agreed to let the Council know as soon as Parish Steward Training became available.
- 115/13 Arising from Min. 138/12 **Office Assistance:** It was noted that the Office Assistant Rachel Burton was leaving the Council.
- 116/13 Arising from Min. 141/12 **Council Lease:** The Chair read out an email from Bob Kirby sent in February 2013 to give assurance that the Council could remain at Crown Chambers at least until June 2014, when his own head lease was renewed. It was agreed to contact Bob Kirby again to find out whether any progress had been made in preparing a formal lease for the Council.
- 117/13 **Employee – sick leave: Recommended:** *The Council ask the Assistant Parish Officer to obtain written advice from her doctor and consultant as to when she would be able to return to work and whether there needed to be a phased return.*
- 118/13 **Temporary Assistance: Recommended:** *1. Temporary Assistance, be employed for at least 4.5 hours per week with immediate effect.  
2. The Clerk with the Chair and Vice-Chair be given delegated powers to engage further temporary assistance, if necessary until a permanent replacement Assistant was engaged.*
- 119/13 **Clerk and future staffing arrangements: Recommendations:** *1. The Council appoint Teresa as Assistant Clerk with effect from 1<sup>st</sup> September, with salary*

*commensurate with additional responsibilities and subject to approval of a satisfactory job description for this post.*

*2. The Clerk reduce her hours back to her normal 25 working hours per week with effect from 1<sup>st</sup> September 2013 and a further reduction in hours from 1<sup>st</sup> April 2014.*

*3. The Council recruit to appoint an Assistant to help with finance and administration and cover any additional hours required.*

*The Vice-Chair took the Chair at 8.30 p.m. as the Chairman Richard Wood had to leave the Meeting for another appointment.*

120/13 **Flexible retirement pension option: Flexible retirement pension option: Cllr. Glover** explained that this option within Wiltshire Council allowed for an employee to leave a job one day and be employed the next day in a different job role, without any adverse effect on his/her final pension scheme, The new job had its own separate pension arrangements which were separate to the original pension. **The Clerk** reported that although the Council staff were in the Wiltshire County Pension Scheme, the “flexible retirement pension option” would need to be approved as part of the Parish Council’s own pension policy, prior to being used by their employees.  
**Recommended:** *The Council seek advice from Wiltshire Council on suitable wording for possible insertion into the Council’s own Pension Policy.*

121/13 **Report re pay negotiations:** **The Finance Officer** reported that there had been no pay increase since 2009 except for a staff member to meet requirements for the minimum wage. The last pay increase had been awarded in October 2009 , backdated to April 2009 for 1.25% for Scales 1 -10 and 1% for Scale 11 upwards. However following negotiations, one union Unison had accepted an offer of 1% and SLCC and NALC were waiting to see if the other two unions GMB and Unite would also accept this offer. The pay deal, if approved would be backdated to 1<sup>st</sup> April 2013.

122/13 **Office Opening Hours:** There was discussion about reducing the office opening hours. **The Clerk** reported that she had discussed this option with the Finance Officer, Teresa and they both felt it would be helpful to employ any extra staff for the busy days on Monday and Thursday and keep Tuesdays as a quieter day. This was agreed  
**Recommended:** *The Council Office be closed on Tuesdays with effect from 1<sup>st</sup> September.*

123/13 **Date of Next Staffing Meeting:** The Committee agreed to hold a further Staffing Committee Meeting on Monday 5<sup>th</sup> August at 7.30 p.m.

Meeting closed at 9.00 p.m.

Chair, 22<sup>nd</sup> July 2013