

MINUTES of a Staffing Committee Meeting of Melksham Without Parish Council held on Mon. 27th January 2014 at Crown Chambers, Melksham 7.00 p.m.

Present: FULL COMMITTEE Cllr. Richard Wood (Chair); Cllrs. Alan Baines; Terry Chivers, John Glover; Pat Nicol and Mike Sankey

- 465/13 **Declarations of Interest:** Mary Jarvis as outgoing Clerk declared an interest in matters pertaining to the appointment of a new Clerk for the Council
- 466/13 **Minutes of last Staffing Committee:** The Minutes of the last Staffing Meeting, held 6th January were noted.
- 467/13 Arising from Min. 408/13 **Post of Minute Secretary & Assistant:** The Clerk reported that she had carried out a 3 monthly review for the new Minute Secretary as specified in her Contract. Full annual staffing appraisals took place June - September.
Recommended: *The Council note that the 3 monthly review was positive and welcome Jo as a permanent member of staff.*
- 468/13 Arising from Min.409/13 **Appointment of new Clerk:** The Clerk reported that the post had been advertised via the Wiltshire Times' online system (24th January) rather than in the newspaper due to cost. The cost to place the advert in the newspaper was £720 + VAT whereas the same advert on line was £334+ VAT. A similar advertisement was being placed in 31st January edition of Melksham News at a cost of £82.50 + VAT. Two expressions of interest had been received so far. It was agreed that short-listing of applications would take place on 12th February at 3.00 p.m. (not 10.00 a.m. as previously stated) and that the Interview Panel of Cllrs. Alan Baines, Mike Mills and Richard Wood would also be invited to do the short-listing.
- 469/13 Arising from Min. 409/13 **New Clerk - interviews:** It was noted that interviews would take place the next following Thursday 20th February 4.00 - 6.00 p.m. Cllr. Sankey proposed that candidates be asked to give a short presentation. This was agreed. It was further agreed that the Clerk would prepare a list of questions for the Interview Panel.
Recommended: *1. Candidates for the post of Clerk be asked to give a presentation on "the pros and cons of adopting services being offered to local councils by the main Local Authority".
2. The Clerk prepare a list of questions for the Interview Panel.*
- 470/13 Arising from Min. 401/13 **Review of Caretaker Role:** It was noted that advice from Wiltshire Council and other councils regarding how pay scales for similar posts to the job of the Caretaker were allocated, had not yet been obtained. A report was circulated to advise on a scale. In view of the lack of information regarding comparable posts in other local authorities, Cllr. Sankey proposed, seconded by Cllr. Glover that the scale below the scale advised by the Clerk and Finance Officer be accepted. Following further debate regarding the Caretaker's responsibilities, Cllr. Baines, proposed, seconded by Cllr. Chivers that the scale as advised by the Clerk and Finance Officer be implemented with effect from 1st March and the Caretaker's post be reviewed as soon

as the additional information had been obtained, at the next Council Meeting on 17th February. The earlier motion was then withdrawn and Cllr Baines' motion was accepted.

Recommended: *The Caretaker's salary be raised to Scale 14 with effect from 1st March*

471/13

Other Salary Scales:

a) **Cleaner:** Clarification was sought as to when the new salary for the Cleaner came into effect. **Recommended:** *The salary rise, as agreed in Min. 320/13 be paid with effect from 1st February.*

b) **Salary Scale for new Clerk:** There was considerable discussion on the appropriate salary scale for the new Clerk. Cllr Baines referred to the last detailed salary review for the Clerk which was carried out in accordance with guidelines set in the NALC and SLCC National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004. This advised the salary scale be selected according to one of four profiles after taking into account qualifications, size of parish, range and amount of responsibilities, increased functions, quality status and number of Council meetings and committees. The Clerk reported that she had advised an enquirer that the salary was likely to be within a range of £10 - £15 per hour, depending upon experience.

Recommended 1. *The Council obtain an updated NALC Salary & Conditions booklet together with any other available advice on Clerks' salaries, from NALC and SLCC which would be circulated to the Staffing Committee and a further review would take place when short-listing took place on 12th February.* 2. *Enquirers to be informed that the salary for the new Clerk would be within the range of NJC Salary Scales 26 - 38 (pro rata for 25 hours)*

c) **Minute Secretary and Parish Assistant:** **Recommended:** *The salaries for other office staff be reviewed at the Staffing Committee Meeting in July 2014.*

Meeting closed at 8.10 p.m.

Chairman 17th February 2014