

**MINUTES Of a Staffing Committee of Melksham Without Parish Council held on Monday 7<sup>th</sup> April 2014 at Crown Chambers, 7 Market Place, Melksham at 9.15 p.m.**

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

Cllr. Paul Carter attended the meeting as an observer.

**Apologies:** Cllr. Terry Chivers

587/13 **Declarations of Interest:** No interests were declared.

*The following items (Min. 587/13 – 588/13), were held in committee in view of the confidential nature of the items under the reason Standing Order 62(a) engagement and terms of services of employees.*

588/13C **Outgoing Clerk's claim for additional paid hours for Meetings 2013/14:** *(See also Min.572/13)* It was acknowledged that the additional hours should have been claimed on a monthly basis and not at the end of the year or even end of employment. The Committee made it clear to the incoming Clerk that she should adhere to that rule. The Clerk explained that it was detailed in her Contract that a worksheet detailing extra hours worked must be completed and any additional hours worked must be with the permission of the Council.

The Committee further acknowledged that the Council were obliged to pay for staff attendance at meetings and that the meetings would not have been able to proceed without a member of staff present, to clerk the meeting.

**Recommendation:** *The Council pay Mrs Mary Jarvis for 18 additional hours worked at additional meetings in 2013/14 at the hourly rate at time of departure.*

589/13C **Employee Sickness Report:** *(See also Min. 546/13)* The Clerk reported that another "Not fit for work" note had been received for a period of 4 weeks from 1<sup>st</sup> April.  
**Recommendations:** *1)The Council investigate Wiltshire Council's Occupational Health process and procedures and the Clerk advise the Staffing Committee if immediate action is required. 2) The Staffing Committee meet on Monday 28<sup>th</sup> April to review the current situation and Occupational Health advice.*

590/13 **Appointment of Financial Assistant:** Cllr Alan Baines gave details of the four candidates that had been interviewed and reported that the Interview Panel had unanimously agreed to recommend Mrs Lucy Key as the new Financial Assistant.

The Clerk reported that Lucy had to give 6 week notice at her current job and therefore would not be in a position to start until 19<sup>th</sup> May. Lucy was keen to start however and was willing to come in on a casual basis one day per week after Easter, working around her scheduled hours with her existing employment.

It also agreed to recommend that Mrs Christine Broom be asked if she would consider any casual office assistance that may arise in the future.

**Recommendation:** 1) Subject to satisfactory references, the Council appoint Mrs Lucy Key as the Financial Assistant for 10 hours per week at Salary Scale 15 £16,215 FTE per annum, £4,383.60 pro rata per annum (£8.43 per hour) with a start date of Monday 19<sup>th</sup> May 2014. 2) The Council ask Mrs Christine Broom if she would consider any future casual office assistant work that may arise.

Meeting closed at 9.44 p.m.

Chairman, 14<sup>th</sup> April 2014