

**MINUTES of the Staffing & Resources Committee of Melksham  
Without Parish Council held on Monday 9<sup>th</sup> November 2015 at  
8.00p.m. at Crown Chambers, 7, Market Place, Melksham.**

**Present:** Cllrs. Jan Chivers (Committee Chair), Alan Baines (Committee Vice Chair), Richard Wood, John Glover, Terry Chivers, Pat Nicol and Mike Sankey.

Cllr. Paul Carter as an observer.

**Apologies:** None

244/15 **Declarations of Interest:** Cllr. Baines declared an interest in agenda item 8e) as candidate 2 had worked for his long term employer, although the candidate was not known to him. The Staffing Committee declared an interest in agenda item 8e) as candidate 6 was well known personally by all of them.

245/15 **Public Participation:** There were no members of the public present.

246/15 **Items to be held in committee:** It was agreed to hold agenda items 6, 8e) & 9 in committee due to their confidential nature in accordance with Standing Orders.

247/15 **To Approve HR Policies:**

**a) Health & Safety:** The Committee reviewed, updated and accepted this policy.

**b) Fire Procedure:** The Committee reviewed, updated and accepted this policy.

**c) Car Usage:** The Committee accepted this new policy. Employees would be requested to sign on an annual basis.

**Recommended:** *The Council adopt the new Health & Safety Policy, Fire Procedure policy and Car Usage policy.*

248/15C **Pensions:**

**a) Auto Enrolment:** It was noted that all employer obligations had been met with regard to auto enrolment.

**b) Repayment of Pension Contributions:** It was noted that under new legislation any employee starting after April 2014 and leaving employment within 2 years, has their pension contributions reimbursed to them. The employer also has any contributions paid on behalf of that employee reimbursed. Employee, Lucy Key falls into this category and as such both she and the Parish Council will have any pension contributions reimbursed; which would be an approximate amount of £1,950 for the Council's reimbursement.

249/15

**Parish caretaker Job Description Update:** With the additional duties that the Caretaker was undertaking with the new pavilion up and running, the Clerk had met with the Caretaker and updated the Job Description to include the new additional duties.

The Committee saw the Caretaker's major task and first priority to be the safety of residents first, and so the first tasks listed were relating to the inspections of play areas, then the duties at the Sports Pavilion followed by other tasks in the parish. Minor tasks were tidying verges and hedges and Footpath waymarking.

Cllr Sankey asked if the Caretaker recorded the tasks he had done. The Clerk explained that this was done via his weekly timesheets. These also record the time that the play area was inspected in line with the Council's insurance policy requirements. It also enabled officers to review the pattern of visits to the play areas to ensure they were based on a weekly basis. The Caretaker also visits the office every Thursday morning to collect a list of additional tasks, and to report on the week's activities.

**Recommended:** *The Council approve the revised Job Description for the Parish Caretaker.*

250/15C

**Finance Assistant Vacancy:**

- a) **Vacancy advertising:** The Clerk reported that the vacancy advert had been placed in the Melksham News (£199) plus its sister papers of the Frome Times (£49) and White Horse publication in Westbury (£49) as well as local village magazines, facebook pages and the Council website. It had not been advertised in the Wiltshire Times as the cheapest option was £949.10 and the offer from a Recruitment Company had not been taken up due to the costs involved.
- b) **Job Description:** The Committee reviewed the Finance Assistant Job Description (previously updated in June) and agreed that it was comprehensive and needed no updating. The Clerk suggested that the Council may need to look at a finance accounting package in the future as the number of reporting avenues and bank accounts increased.
- c) **Hours of working: Recommended:** *The Finance Assistant role be 15 hours per week, 9.15am – 2.45pm on Mondays, Tuesdays and Thursdays.*
- d) **Salary Scale: Recommended:** *The Salary Scale point for the Finance Assistant role to be Scale Point 15. £16,571FTE, equating to £8.613 per hour.*
- e) **Interview Questions & Recording Sheet:** The Committee reviewed and updated these documents.

- f) **Interview Panel:** The Interview Panel on the evening of Wednesday 11<sup>th</sup> November to comprise of the Council Chair, Chair of Staffing Committee and Clerk.
- g) **Shortlisted Candidates:** The Clerk reported that 13 people had requested application forms, with 7 being received. The Clerk had also been approached by someone who enquired if it was possible to work on a contract basis. 4 candidates were shortlisted for interview on Wednesday evening.

251/15

**Clerk's Appraisal:** The Committee noted that the Clerk's appraisal was to be held on Wednesday 11<sup>th</sup> November at 5.00pm.

Meeting closed at 9.40pm

Chairman, 16<sup>th</sup> November 2015