

MINUTES of the Staffing Committee of Melksham Without Parish Council held on Monday 12th January 2015 at 8.30p.m. at Crown Chambers, 7, Market Place, Melksham.

Present: Cllrs Richard Wood (Chairman), John Glover (Vice Chair), Alan Baines, Pat Nicol, Terry Chivers and Jan Chivers

Apologies: Cllr Mike Sankey

332/14 **Declarations of Interest:** The Clerk and Finance Assistant declared an interest in any issues relating to staffing

333/14 **Items to be held in committee:** It was agreed to hold agenda items 9 – 12 in committee due to their confidential nature in accordance with Standing Orders.

334/14 **Public Participation:** There were no members of the public present

335/14 **Minutes of the Staffing Committee meeting held on 30th June 2014:** The minutes from this meeting were noted

336/14 **Disclosure Barring Service (DBS):** The Clerk outlined the situation with regard to this service (previously know as CRB checks) explaining that the Council can now undertake checks of any staff and volunteers as needed via Wiltshire Council's online system. There is a charge of £66.80 for staff (£44 + admin fee (£14+VAT)) and volunteer checks are subject to the administration fee only. A DBS check for the Parish Caretaker had been completed due to his work in the Parish Play Areas with the report due imminently.

The Clerk highlighted the potential need for Flood Warden volunteers to have DBS checks as they are given a list of vulnerable people and put in a responsible, credible position. Wiltshire Council recommended that these checks were carried out. It was agreed that this was good practice although questions were raised about who else should be checked and where this list would end. **Recommended:** *All flood wardens be asked to complete a DBS check and the Clerk seek advice with regard to other volunteers, councilors and staff.*

337/14 **Staff training requirements:** The Clerk gave details of training courses which would be of benefit to members of office staff (all in new positions) and ultimately the Council: Fire Marshall training, Emergency First Aid at Work, Health & Safety at Work, VAT & Finance, Allotments, Power of General Competence. The Caretaker's current ROSPA certification expired in May 2015. The total cost of these courses in 2014/15 was £979 (inc mileage) against a budget of £600 and £555 (inc mileage) against a proposed budget of £300 for 2015/16. The costs and benefits were discussed and it was agreed that the training was needed and could save the Council money in the long term.

Recommended: Training courses are booked as detailed by the Clerk and budgets are adjusted to incorporate these costs.

338/14 **ACAS advice regarding holiday pay:** The Finance Assistant outlined correspondence regarding recent court judgements about the inclusion of non voluntary overtime when calculating holiday pay. This could have implications for staff whose contracts do not include the hours required for Council meetings although currently no-one is raising this as an issue. **Recommended:** The Clerk was asked to seek clarification from the SLCC regarding the specific implications for Parish Councils.

339/14 **Institute of Local Council Membership (ILCM) Membership fee:** The Clerk explained that membership of the ILCM would be of benefit to the Council and requested that the Council pay this fee. It was also highlighted that the SLCC membership was £43 less than in previous years as it is based on the salary band of the Clerk. **Recommended:** The Council pay the Clerk's annual membership fee (£65 for 2015).

340/14 **Clerks Contract re working hours:** The Clerk explained that her working hours (25 hours per week) were based on the previous Clerks working pattern (24 hours / week + 1 hour each week for meetings) (*as per Min. 171/14 a*). This made calculating additional hours complicated as the Clerk now works at least 25 hours each week with meetings on top of this. Any changes would not result in additional cost to the Council, it would simply assist administration. **Recommendation:** The Clerk's new working pattern is reflected when calculating hours and all evening meetings are treated as additional hours.

The Finance Assistant left the room at 9.15pm for the next item.

341/14 **Revised pay scales for staff:** The Clerk reported that members of staff had taken on additional responsibilities and recommended that a review of pay scales be undertaken for the Finance Assistant, Parish Caretaker and Minute Secretary/Assistant Parish Officer.

The Committee discussed this at length. It was noted that the Minute Secretary's scale point had risen from SCP12 to 14 with effect from 1st July 2014 as a result of a successfully completed probation period and the Caretaker's scale point had risen from SCP12 to 14 with effect from 1st March 2014 further to an assessment against a similar role within Wiltshire Council.

The Clerk reported that a request had been made to local Councils for comparative job descriptions and salary scales but none had been received, the SLCC confirmed that they did not hold that type of information (only for assessing the appropriate scale points for Clerks). It was noted that the proposed budget for 2015/16 included an indicative figure of rise of 1 salary point for these 3 staff members.

The Clerk outlined the additional responsibilities that the individual staff members were now undertaking and it was noted that all of the staff were to undertake training in 2015.

Recommendation: 1. *The Council award a rise in salary point for the Parish Caretaker from SCP 14 to 15 and for the Finance Assistant from SCP 15 to 16 from 1st April 2015.* 2. *The salary scale points of all staff to be reviewed again in November following training undertaken during 2015.*

The Finance Assistant rejoined the meeting at 9.40 pm.

342/14C

Update on Employee Sickness: The Clerk reported that the employee's sick note) expired on 6th January and she had returned to work as expected on 7th January.

Meeting closed at 9.45pm

Chairman, 19th January 2015