

MINUTES of the Staffing & Resources Committee of Melksham Without Parish Council held on Monday 27th June 2016 at Crown Chambers, Melksham at 9.05 p.m.

Present: Richard Wood (Council Chair), Mike Sankey, Alan Baines and Pat Nicol. Officers: Teresa Strange (Clerk) and Sharon Newton (Finance Assistant).

Apologies: Cllrs. Jan Chivers, Cllr. John Glover (Council Vice-Chair). Terry Chivers

Housekeeping: Cllr. Wood welcomed all to the meeting and explained the evacuation procedures in the event of a fire.

- 079/16 **Appoint Chair of Staffing & Resources Committee 2016/2017**
Cllr. Wood invited nominations for the Chair of the Staffing & Resources Committee for 2016/17. It was noted that Cllr. Jan Chivers had sent her apologies and could not be at the meeting but had indicated that she was willing to stand as Chair for this coming council year. Cllr Wood proposed, seconded by Cllr. Sankey that Cllr. Jan Chivers was elected as Chair of the Staffing & Resources Committee. **Resolved:** *The Council unanimously resolved that Cllr. Jan Chivers would be Chair of the Staffing & Resources Committee for 2016/17.*
- 080/16 **Appoint Vice Chair of Staffing & Resources Committee 2016/2017**
Cllr. Wood invited nominations for the Vice Chair of the Staffing & Resources Committee for 2016/17. Cllr Wood proposed, seconded by Cllr. Sankey that Cllr. Alan Baines was elected as Vice Chair of the Staffing & Resources Committee. **Resolved:** *The Council unanimously resolved that Cllr. Alan Baines would be Vice Chair of the Staffing & Resources Committee for 2016/17.*
- In the absence of Cllr Jan Chivers, Cllr Baines took the Chair.
- 081/16 **Declarations of Interest:** The Clerk and the Finance Assistant declared an interest in agenda item 4 as it related to staffing matters.
- 082/16 **Items to be held in Committee: Items to be Held in Committee: Resolved:**
Agenda items 5 and 6c to be held in Committee in line with Standing Order 61: "That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw". Reason: (a) engagement, terms of service, conduct and dismissal of employees;
- 083/16 **Public Participation:** There were no members of the public present, so this item fell.
- 084/16 **Apprentice Parish Assistant:** As resolved under Min.581/15, the Council had agreed to take on an apprentice and following advertisement locally and via the National Apprenticeship Scheme website had received 7 applications for the position. The Committee reviewed the applications and shortlisted three candidates for interview. It was noted that several candidates already had the qualification that

the apprentice would train for, or an equivalent or higher qualification, and some had already worked in a similar office environment. The Council wanted to give the opportunity to a candidate who did not yet have that experience or qualification as apprenticeships combine practical training in a job, with study.

Resolved: *Shortlisted candidates will be invited to Crown Chambers on Friday 1st July with Cllr. Jan Chivers (Chair), Cllr. Alan Baines (Vice Chair), and the Clerk Teresa Strange conducting the interviews.*

085/16C Pay Award Review:

a) **Staff Scale Rate 2016/2017:** The Council noted that the nationally negotiated pay award of 1% for staff was to start from 1st April 2016, with an additional 1% due from 1st April 2017.

Recommendations: *The Council award all staff the 1% pay award from 1st April 2016 in line with the SLCC recommended Pay Scales, with the Finance Assistant to include the backdated rise in the next pay run.*

b) **SLCC “The Clerk” magazine article:** The Council noted an article in the Clerk magazine about “Concerns that National Living Wage erodes Lower Spine Pay Points for staff”.

c) **Review of Pay Scale Points:** Cllr Sankey commented that the erosion of the lower pay rates in line with the National Living Wage will result in the necessity for all Pay Scale Rates to be increased in order to balance the differential in pay and responsibilities..

It was discussed that the last pay review resulted in an increase for the Parish Caretaker backdated to 1st April 2015 to include the start of previous new responsibilities, and that the Clerk and Assistant Parish Officer’s pay award was from 1st September 2015.

It was recommended that the Clerk’s pay review would take place in October, with the annual Clerk’s review.

Cllr, Sankey recommended that the same percentage be applied to all staff (excluding the Clerk as reviewed later in the year), and that the pay scales needed to reflect this.

Recommendation: *1) The Assistant Parish Officer, Finance Assistant and Parish Caretaker to increase to Scale Point SCP15 to SCP17 from 1st September 2016. 2) The impact on the budget to be prepared for the Full Council meeting.*

086/16 Staff Training:

a) **SLCC Regional Roadshow:** The Clerk advised that the SLCC Regional Roadshow – Annual Training & Development Seminar is to held at a cost of £69 for early bird booking.

Recommendation: *It was agreed that the Clerk should attend the SLCC Regional Roadshow.*

b) **Future of Apprenticeship Workshop:** It was noted that the Clerk is due to attend this workshop on 28th June 2016, it was provided free of charge by Wiltshire Council.

- 087/16 **Staff Pension:** The former Finance Assistant had successfully received the refund from Wiltshire Pension Fund, as her employment had been less than two years, however Melksham Without Parish Council as the employer are still chasing £1,900 due to them for the refund of their contributions.
Recommendation: *The Finance Assistant to continue chasing the reclaiming of the Employers Pension contribution.*
- 088/16 **Staff Holiday:** The Assistant Parish Officer has requested extended leave of 3 to 4 weeks in 2018 for a special family holiday. A discussion took place with regard to how the office would manage over this period of time and it was considered that the apprentice would be available to assist other staff in covering the Assistant Parish Officer's duties.
Recommendation: *The request by the Assistant Parish Officer for extended leave in 2018 be approved.*
- 089/16 **Work Experience Placement:** It was noted that a work experience placement student from Melksham Oak School is due to spend a week at Crown Chambers, week commencing 11th July 2016. The Clerk reported that it had been previously agreed that DBS (Disclosure Barring Service) checks would be carried out for the three office staff before the apprentice started in September, but that these would now be applied for before the work experience placement started.
- 090/16 **Social Media Policy:** The Clerk advised that the SLCC had produced a revised Social Media Policy which was a corporate code of conduct that provides guidelines for employees who post content on the internet on behalf of their organisation.
Recommendation: *The Council adopt the Social Media Policy template produced by the SLCC (Society of Local Council Clerks) April 2016.*
- 091/16 **ALCC:** The Council noted the creation of the ALCC (Association of Local Council Clerks), a separate Trade Union from the SLCC (Society of Local Council Clerks). The ALCC will provide trade union activities to SLCC members, who are automatically enrolled as ALCC members. The Council recognise that the Clerk is now a member of ALCC. It was commented that other staff members have the opportunity to join similar unions such as UNISON or UNITE.

Meeting closed at 10.19pm

Chairman, 25th July 2016