



Chairman: Councillor GK Butterwick

EMP(08)M3

EMPLOYMENT COMMITTEE

Minutes of a meeting of the Parish Council Employment Committee on Thursday 9th October 2008 commencing at 18:00 in The Parish Council Office Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mr PJ Brockett
Cllr Mr AG Dunford

Cllr Mrs JE Eckersley
Cllr Miss LS Leonard [Chairman]

In Attendance

Mr MJ Green Clerk to Melton Parish Council

08.25 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

08.25.01 Cllr DE Dann – Holiday

Council considered whether or not to consent to this apology.

Proposed that Council receive this apology and consent to the absence.

Proposed by: Cllr Leonard. Seconded by: Cllr Dunford.

It was RESOLVED that Council receive this apology and consent to the absence.

08.26 TO RECEIVE DECLARATIONS OF INTEREST WITH REGARD TO ITEMS ON THE AGENDA AND ADDITIONS TO THE REGISTER

There were no declarations of interest.

08.27 PUBLIC PARTICIPATION SESSION

08.27.01 To receive representations from Councillors who have declared a prejudicial interest under item 08.26

There were no representations.

08.27.02 To receive representations from members of the public in respect of items on the agenda only

There were no representations.

There were no members of the public present – standing orders were therefore not lifted.

08.28 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS

There were no members of the public present.

08.29 TO APPROVE THE MINUTES OF THE MEETING HELD ON 12TH JUNE 2008

Minutes EMP(08)M2 of the meeting held on 12th June 2008 previously circulated were received and noted.

Proposed that the minutes be received and signed by the Chairman as a correct record.

Proposed by: Cllr Brockett. Seconded by: Cllr Dunford.

It was RESOLVED that the minutes be received and signed as a correct record

08.30 TO CONSIDER OPTIONS FOR ADDITIONAL CLERKING RESOURCES

Paper EMP(08)P30 previously circulated was received and noted.

08.30.01 Committee carefully considered the need for additional resource to cover:

- (a) Communications with the public
- (b) Council and Committee Meetings
- (c) Planning Development Control
- (d) Progress chasing
- (e) Report writing
- (f) Attendance at External Meetings
- (g) Project Management
- (h) Preparation for Local Government Restructuring

08.30.02 Options were discussed that included:

- (a) Do nothing
- (b) Seek volunteers from amongst the council
- (c) Increase Clerk's working week
- (d) Employ Clerical Assistant
- (e) Employ Assistant Clerk

Proposed that an Assistant Clerk, Graded LC1 [below substantive range] be appointed to work 9.30 a.m. to 1.00 p.m. two days per week [total seven hours] on either Monday and Tuesday or Thursday and Friday.

Proposed by: Cllr Dunford. Seconded by: Cllr Eckersley.

It was RESOLVED that an Assistant Clerk, Graded LC1 [below substantive range] be appointed to work 9.30 a.m. to 1.00 p.m. two days per week [total seven hours] on either Monday and Tuesday or Thursday and Friday.

Proposed that arrangements for the appointment including preparing the Job Description, adverts and interview process be agreed between the Employment Committee Chairman and the Clerk.

Proposed by: Cllr Dunford. Seconded by: Cllr Eckersley.

It was RESOLVED that arrangements for the appointment including preparing the Job Description, adverts and interview process be agreed between the Employment Committee Chairman and the Clerk.

08.31 TO CONSIDER EXCLUSION OF PRESS & PUBLIC.

There were no members of the present – there was no need therefore to consider this item.

08.32 EMPLOYMENT ISSUES – CLERK

08.32.01 Performance Appraisal

The Chairman confirmed that the annual appraisal process had been satisfactorily concluded and that details of the arrangements for the 2009 appraisal would be presented to committee at its next meeting.

08.33 EMPLOYMENT ISSUES - PARK WARDEN

08.33.01 Minimum Wage

Proposed that the hourly rate for the Park Warden be increased from £5.65 per hour to £5.90 with effect from 1/10/08. Minimum wage rates change on that date from £5.52 to £5.73 per hour.

Proposed by Cllr Leonard.

Seconded by: Cllr Eckersley.

It was RESOLVED that the hourly rate for the Park Warden be increased from £5.65 per hour to £5.90 per hour with effect from 1/10/08.

08.33.02 Appraisal

The Chairman confirmed that the annual appraisal process had been satisfactorily concluded with only the addition of the Chairman's comments required to sign off the process. Details of the arrangements for the 2009 appraisal would be presented to committee at its next meeting

08.34 ANY OTHER BUSINESS

08.34.01 SALC – Bespoke Training for Councillors

Noted that SALC had introduced an option for councils to have a bespoke training course at a local venue. Agreed to consider this as an alternative to attendance at Claydon for future training.

08.35 COMMITTEE CHAIRMAN'S URGENT BUSINESS

There was no urgent business.

08.36 DATE OF NEXT MEETING

Thursday 12th March 2009 at 18:00 in the Parish Council Office.

There being no further business the meeting closed at 18:45

Signed: _____ Date: _____

[Chairman]