



EMPLOYMENT COMMITTEE

Minutes of the Final Meeting of the Parish Council Employment Committee on Thursday 10th March 2011 commencing at 18:00 in the Lindos Centre Conference Room Saddlemakers Lane Melton IP12 1PP

Present:

Cllr Mrs BK Abbott
Cllr Mr PJ Brockett

Cllr Miss LS Leonard [Chairman]
Cllr Mr A Thompson

In Attendance:

Miss E Southall
Mr MJ Green [Clerk to Melton Parish Council]

11.01 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

11.01.01 Cllr Mrs JEJ Eckersley – prior engagement [a message was left on the office answer phone prior to the meeting but was not noted until after the meeting]

11.01.02 Cllr Mr PJ Brockett – prior engagement

It was **RESOLVED** to receive these apologies and consent to the absences.

Proposed by: Cllr Thompson

Seconded by: Cllr Leonard.

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

There were no declarations of interest with regard to items in the agenda or additions to the Register.

11.03 PUBLIC PARTICIPATION SESSION

11.03.01 To receive representations from Councillors who have declared a prejudicial interest

There were no representations from councillors as none had declared a prejudicial interest.

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

There were no representations from members of the public

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

No matters were raised by members of the public present.

11.05 TO APPROVE THE MINUTES OF THE MEETING HELD ON 9TH SEPTEMBER 2010

It was **RESOLVED** that minutes EMP(10)M01 previously circulated be received, noted and signed as correct record by the Chairman.

Proposed by: Cllr Thompson

Seconded by: Cllr Leonard.

11.06 EMPLOYMENT ISSUES – CLERK

11.06.01 Performance Appraisal

It was noted that the next scheduled appraisal is due in April 2011.

The following agreement made at a previous meeting of the Employment Committee was noted:

As part of the council risk management strategy it was agreed the members of the Employment Committee, Chairman of other Committees and the Chairman of the Council should be formally contacted by the Chairman of the Employment Committee for their views on the performance of the Clerk before conducting the appraisal.

Again as part of the council risk management strategy it was also agreed that a second member of the Employment Committee would be involved in the appraisal process.

It was RESOLVED that Cllr Thompson should join the Chairman in conducting the appraisal and that the appraisal should only be circulated to members of the Employment Committee not the Full Council.

Proposed by: Cllr Abbott

Seconded by: Cllr Leonard

It was noted that there were only three set of keys to the filing cabinets and these were held by the Chairman of Council, The Clerk and the Assistant Clerk.

As a matter of confidentiality it was agreed that all files containing information relating to members of staff should be clearly marked 'CONFIDENTIAL'

11.06.02 Holidays

Council considered the request to carry forward 7 days outstanding holiday into the new holiday year. It was decided to restrict the number of days carried forward to 5 in accordance with the contract of employment which results in two days being taken before the end of the current holiday year 31st March 2011.

It was RESOLVED that the Clerk be allowed to carry forward 5 days unused holiday into the next holiday year.

Proposed by: Cllr Thompson

Seconded by: Cllr Abbott.

11.07 EMPLOYMENT ISSUES – ASSISTANT CLERK

11.07.01 Performance Appraisal

It was noted that the next scheduled appraisal is due in April 2011.

The following agreement made at a previous meeting of the Employment Committee was noted:

As part of the council risk management strategy it was agreed the members of the Employment Committee, Chairman of other Committees and the Chairman of the Council should be formally contacted by the Chairman of the Employment Committee for their views on the performance of the Assistant Clerk before conducting the appraisal.

Again as part of the council risk management strategy it was also agreed that a second member of the Employment Committee would be involved in the appraisal process.

It was RESOLVED that Cllr Abbott should join the Chairman in conducting the appraisal and that the appraisal should only be circulated to members of the Employment Committee not the Full Council.

Proposed by: Cllr Abbott

Seconded by: Cllr Leonard

11.07.02 Salary

It was RESOLVED to note and confirm the incremental rise in January 2011 in accordance with the Assistant Clerk's Contract.

Proposed by: Cllr Abbott

Seconded by: Cllr Leonard

11.07.03 Contract

The following clause had been inadvertently omitted from the Assistant Clerk's Contract of Employment.

In addition one additional salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding the following relevant qualification:

the Certificate in Local Council Administration

and other relevant qualifications such as:-

➤ *the Certificate in Local Policy Studies (First Year)*

➤ *the Certificate in Local Policy Studies*

➤ *the Diploma in Local Policy Studies*

➤ *BA (Hons) Degree Local Policy Studies (University of Gloucestershire).*

It was RESOLVED to amend the Assistant Clerk's Contract by inserting the above clause.

Proposed by: Cllr Abbott

Seconded by: Cllr Leonard

11.07.04 Holidays

Council considered the request to carry forward 7 days outstanding holiday into the new holiday year. It was decided to restrict the number of days carried forward to 5 in accordance with the contract of employment which results in two days being taken before the end of the current holiday year 31st March 2011.

It was RESOLVED that the Assistant Clerk be allowed to carry forward 5 days unused holiday into the next holiday year.

Proposed by: Cllr Thompson **Seconded by:** Cllr Abbott.

11.08 EMPLOYMENT ISSUES - PARK WARDEN

11.08.01 Appraisal

It was noted that the last appraisal was completed during October 2010 by the Clerk to Melton Parish Council and that a copy previously circulated was received and noted.

It was also noted that the next scheduled appraisal is in October 2011.

To note agreement at previous meeting of Employment Committee:

It was agreed that the Clerk should formally contact the Chairman of Recreation Committee and the Chairman of the Council for their views on the performance of the Park Warden.

It was RESOLVED that the Clerk should undertake the appraisal in October 2011 incorporating the agreement regarding formal consultation with the Chairman of the Finance, Employment and Risk Management Committee and Chairman of Full Council.

Proposed by: Cllr Thompson **Seconded by:** Cllr Abbott.

11.08.02 Minimum Wage

It was RESOLVED to note and confirm the increase in hourly rate to comply with the requirements of the Minimum Wage Regulations.

Proposed by: Cllr Thompson **Seconded by:** Cllr Abbott.

11.09 TO CONSIDER REVISING THE OFFICE OPENING HOURS

It was RESOLVED to revise the parish council office opening hours to the public to 9 a.m. to 12 noon on Tuesday and Thursday with appropriate publicity being given to the change in E-NEWS, Melton Messenger and posters.

Proposed by: Cllr Thompson **Seconded by:** Cllr Abbott.

11.10 COMMITTEE CHAIRMAN'S URGENT BUSINESS

11.11 DATE OF NEXT MEETING

It was noted that as the responsibilities of the Employment Committee have been subsumed into the responsibilities of the new Finance, Employment and Risk Management Committee there will therefore be no further meetings of the Employment Committee.

There being no further business the meeting closed at 1850

As this was the final meeting of the Employment Committee members expressed their warm thanks to Cllr Leonard for all her hard work as Chairman over the term of this council.

Signed: _____ Date: _____

[Chairman]