

EARNLEY PARISH COUNCIL EMPLOYMENT COMMITTEE HELD 26th FEBRUARY 2015,

PRESENT: Cllrs. Sandy Simpson (Chairman), Colin Field, Chris Charter, Keith Martin and Robert Carey

In attendance: Mrs Louise Chater (Clerk)

01.15 PUBLIC QUESTION TIME

None.

02.15 ELECTION OF CHAIRMAN

On a proposal by Cllr. Martin it was proposed Cllr. Simpson be elected the Chairman. The acceptance of office was duly completed.

03.15 APOLOGIES AND REASONS FOR ABSENCE

None.

04.15 CODE OF CONDUCT

1. Declarations of Interest on items included on the agenda - none.
2. Dispensation requests - none.

On a proposal by the Chairman it was RESOLVED to close the meeting to the public due to the confidential nature of the business to be conducted.

18.47pm the Clerk left the room.

05.15 CLERK'S ANNUAL APPRAISAL

1. Update of appraisal carried out by Cllr. Simpson - Cllr. Simpson confirmed that the Clerk's appraisal had taken place on 25th November 2014
2. Targets set for 2015
 - a) To continue to raise the profile of the Parish Council and the attendance to the annual parish assembly
 - b) Work to encourage a full quota of councillors elected in May 2015
 - c) Work with the Councillors and the Community to produce a Community led Plan
 - d) Bcc Cllr. Simpson on all correspondence it was decided to pilot Cllr Simpson receiving a copy of all emails sent by the Clerk in order to establish if all councillors needed a copy. This would be piloted for six weeks.
 - e) To maintain all current procedures
3. Appraisal - due to take place on 9th March 2015

06.15 CLERKS CONDITION OF EMPLOYMENT

1. Hours of work 2014/15 and remuneration -. The Clerk is currently employed to work an average of 10 hours per week on scale point 19. Discussion took place about increasing the spinal point of pay to spinal point 21. . It was noted that the Clerk had worked an extra 45.35 hours to date. A discussion took place regarding paying an ex gratia payment to cover these hours.
2. Salary scale 2015/16 - it was considered appropriate to review the spinal point in six months.

07.15 RECOMMENDATION TO FULL COUNCIL

On a proposal by the Chairman it was RESOLVED to recommend to full council:

1. The Clerk remained employed to work an average of 10 hours per week
2. To increase the Clerks salary scale with immediate effect to scale point 21.
3. It was agreed to pay an ex gratia payment of £400.00 to cover extra hours worked in 2014/15.
4. It was agreed to review the clerk's conditions of employment in six months time.
5. It was proposed that additional budget would be include in the financial plan to cover any possible extra hours that may need to be worked by the Clerk.

Meeting closed 7.15pm

Signed _____ Chairman to Earnley Parish Council Employment Committee

Dated _____