

Earnley Parish Council

Minutes of the Employment Committee held on 28th June 2018 which commenced at 7.15pm, at Bracklesham Barn, Beech Avenue, Bracklesham

PRESENT: Cllrs. Sandy Simpson (Chairman), John Stant, Keith Martin and Chris Charter

In attendance: Mrs Louise Chater (Clerk)

01.18 PUBLIC QUESTION TIME

None.

02.18 APOLOGIES AND REASONS FOR ABSENCE

Cllr. Carey - prior engagement.

03.18 CODE OF CONDUCT

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

04.18 CLERKS CONDITION OF EMPLOYMENT

1. Review of hours worked financial year ended 31 March 2018 - it was noted that the Clerk had worked an additional 52.95 hours. Cllr. Simpson and the Clerk had agreed to meet each quarter to review the hours worked and this would become a standard agenda item for each quarter. Cllr. Simpson was of the view that there were some jobs that the Councillors could do to take some of the pressure off the Clerk.

However, it is highly likely that the Clerks hours will need to increase due to the pressures on the District Council and County Council and the number of tasks that are likely to become the responsibility of the Parish Council in the future.

2. Review of end of year appraisal. Cllr. Simpson had reviewed the Clerks performance against the objectives set for the year ended 31st March 2018, including the additional objectives that had been set at the half year review. Most of the objectives had been successfully completed, and a small number had been carried forward to the next year either due to the ongoing nature of the objective or the objective had yet to be completed. The Clerk had stated that she feels supported by the Councillors and the training provided.
3. Review of targets set for year ended 31 March 2019 - Ongoing objectives brought forward, include raising the profile of the parish, maintaining procedures including quarterly financial reviews and increasing the number of newsletters to three per year. New

objectives added include replacement website, compliance with GDPR, implementation of IT, to work within contracted hours and to liaise with Cllr. Carey in relation to Flood Alleviation Funding and to work with the council to towards the implementation of Objective One of the Parish Plan

4. Review of Clerk's Pay scale - Having reviewed the workload and tasks undertaken it was considered appropriate to move the Clerk to Job Profile 2 LC2 (Scale point 26-29) and to increase to scale point 26 which should be backdated to 1st April

05.18 RECOMMENDATION TO FULL COUNCIL

1. To pay in full the additional 52.95 hours worked for the year ended 31st March 2018 at scale point 25.
2. To increase the Clerks Salary to Scale point 26 and back date it to 1st April 2018.

Meeting closed at 20.00

Signed _____ Chairman to Earnley Parish Council Employment Committee

Dated _____