

Earnley Parish Council

Minutes of the Employment Committee held on 25th April 2019, which commenced at 19.15 at Bracklesham Barn, Beech Avenue, Bracklesham.

PRESENT: Cllrs. Sandy Simpson (Chair Person), Keith Martin, Robert Carey (Vice Chairman) and John Stant.

In attendance: Louise Chater (Clerk).

01.19 PUBLIC QUESTION TIME

None.

02.19 APOLOGIES AND REASONS FOR ABSENCE

Cllr. John Williams - prior commitment.

03.19 CODE OF CONDUCT

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

04.19 CLERKS CONDITION OF EMPLOYMENT

1. Review of hours worked for the financial year ended 31 March 2019 - it was noted that the Clerk had worked an additional 27.85 hours over the year, however this was in the final quarter, the reasons for the hours had been discussed during the end of year appraisal. It was noted that the budget included funding to cover any additional hours worked.
2. Review of end of year appraisal had taken place on 3rd April 2019 - The Clerk is professional, hard working and has a good sound knowledge of relevant laws and regulations and pays attention to detail. On the whole the objectives had been met. Although, there were a number of ongoing objectives which had been transferred to the year ended 31st March 2020. It was noted that the work is ever changing, and many unexpected issues crop up throughout the year which are dealt with effectively by the Clerk.
3. Review of targets set for year ended 31 March 2020
 - 3.1 Community Volunteers - Council to formally decide if it is going to hold a summer fete on 27th July and a Christmas social event.
 - 3.2 Parish Plan - Completion of traffic calming projects. Review of Parish Plan by Councillors.
 - 3.3 General Data Protection & IT Support - Final decision on IT. Council to make a decision on the continued employment of a Data Protection Officer.

- 3.4 Hours Review - to work within contracted hours
- 3.5 Parish Council Elections - support and guide the new council
- 3.6 Traffic Calming in relation to Miller Homes site - reports to be submitted to West Sussex County Council.

19.32 the Clerk left the meeting.

4. Review of Clerk's Pay scale

An in-depth discussion took place with regard to the clerks salary scale following the recent review by the National Association of Local Councils and the Clerks salary in comparison to local councils and current jobs available.

20.08 the Clerk was invited to return to the meeting.

05.18 RECOMMENDATION TO FULL COUNCIL

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

1. Pay in full the outstanding hours worked in 2017/18 in full at scale point 26 (old rate).
2. To increase the Clerk salary to scale point 21 (new rate) backdated to 1st April 2019.

The meeting closed at 20.12

Signed _____ Chairman to Earnley Parish Council Employment Committee

Dated _____