

Earnley Parish Council

Minutes of the Employment Committee held on 23rd April 2020 which commenced at 19.25 on Microsoft Teams.

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

In attendance: Louise Chater (Clerk)

01.2020 PUBLIC QUESTION TIME

None.

02.2020 APOLOGIES AND REASONS FOR ABSENCE

None.

03.2020 CODE OF CONDUCT

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

From this point forward the Chairman resolved to close the meeting to the public due to the confidential nature of the meeting.

04.2020 CLERKS CONDITION OF EMPLOYMENT

1. Review of hours worked for financial year ending 31 March 2020 - it was noted that the Parish Council had paid the clerk for an additional 27.85 hours in relation to the year ending 31st March 2019, payment was made on the 31st June 2019. A further payment was made on 31st January 2020 this related to 34 additional hours worked in relation to the planning report for Earnley Concourse and the Connected Event. Both payments had been recorded in the full council minutes.
2. Review of end of year appraisal, the Clerk and Chairman met
3. on 18th March 2020. The feedback received from the councillors prior to the appraisal was very positive. It was noted that the Clerk has met all her objectives that were in her control, however, there are several objectives that have not been completed due to issues outside her control which she continues to pursue.
The connected event was very enjoyable and successful event; however, it was a significant financial risk to the parish council. It was noted that the parish council newsletter is very professional. The Clerk thanked everyone for their support. All the councillors appreciated the hard work, commitment and attention to detail and are very grateful to have the Clerk in the employment of the Parish Council.
4. Review of targets set for year ended 31 March 2021
 - a) Co-option of New Councillor, Cllr. Simpson stated that due to the current situation she had agreed to stay on the Parish Council, but she will resign once this crisis is over.
 - b) Parish Plan objectives Highway Issues including: Installation of speed indicator devices and formation of volunteer group to

maintain the service; installation of village gateways and planting of highway meadows

- c) Parish Plan; supporting the preparation of a new plan
- d) IT Skills to arrange an Office 365 Training session for councillors
- e) Community Events - discussion by the council on the arrangement and type of community events the Parish Council would like to arrange and support the provision of these events
- f) Review of work hours on a quarterly basis with a report to be submitted to the Chairperson of the Employment Committee and the Chairman of the Parish Council

The Chairperson stated that the appraisal is reviewed at the six-month stage and further objectives can be added at this time

19.42 the clerk left the meeting and the Chairperson took the minutes.

5. Review of Clerk's Pay scale.

Discussion took place with regard to the Clerks salary and it was agreed that in recognition of the Clerk's excellent work we would increase pay scale from pay scale 21 to pay scale 22. For financial year April 1st2020 - March 31st 2021. Pay to be back dated to 1st April 2020.

05.2020 RECOMMENDATION TO FULL COUNCIL

Objectives as set out above to be recommended to full Council meeting.
Clerks salary to be increase from pay scale 21 to pay scale 22 as from 1st April 2020. Payment to be back dated to 1st April 2020.

There being no further business the meeting closed at 19 .55 hours.

Signed _____ Chairperson Earnley Parish Council Employment Committee

Dated _____