

Boreham Parish Council

Minutes of the Meeting of the Staffing Sub-Committee held in the Village Hall Boreham at 7:30pm on Monday 19^h October 2015

Present

Councillor Mrs G Cooch
Councillor Mrs S Harris
Councillor J Galley

Also in attendance, Mrs J Lane (Parish Clerk) and Mrs D Crick (Minute Secretary).

S99 Appointment of Sub-committee Chairman

Councillor Mr J Galley was unanimously elected as Chairman.

S100 Apologies for Absence

All members were present

S101 Declarations of Interest

There were no declarations of interest.

S102 Public Participation Session

There were no comments or questions

S103 Minutes of the Meeting held on 27 October 2014

The Minutes of the Meeting held on Monday 27 October 2014 had been previously distributed. It was RESOLVED that the Minutes be signed as a true record of the meeting.

S104 Exclusion of Public and Press

It was RESOLVED to exclude the Press & Public from the following Agenda items on the Grounds of Confidentiality under S.1 of the Public Bodies (Admission to Meetings) Act 1960.

S105 Pay and Conditions of the Parish Clerk, Play Equipment Supervisor and Village Attendant

a). It was noted that the Clerk's salary would be reviewed annually on the anniversary of her appointment, being 16 September 2015.

The Clerk left the meeting.

In recognition of the outstanding and innovative work that the Clerk has carried since her appointment, an increase of one spinal point was recommended.

The Clerk has returned to the meeting.

b) The pay and conditions of the Play Equipment Supervisor were discussed. In recognition of his continuing excellent service, it was RECOMMENDED that his salary be increased from spinal column point 24 to spinal column point 25 as from 1 April 2016, with his salary pro-rata for 15 1/2 hours per week. A discussion was had regarding moving from LC1 to LC2.

c) The pay and conditions of the Village Attendant were discussed. In recognition of his continuing excellent service, it was RECOMMENDED that his salary be increased from spinal column point 14 to spinal column point 15 as from 15th September 2015, with his salary pro-rata for 15 hours per week.

The Minute Secretary left the meeting

d) The pay and conditions of the Administrative Assistant were discussed. In recognition of her excellent service and the increased range of tasks she has been carrying out since joining the permanent staff in April of this year, it was RECOMMENDED that her salary be increased from spinal column point 23 to spinal column point 24 as from 1 April 2016, with her salary pro-rata for 6 hours per week

The Minute Secretary returned to the meeting

S106 Discussion of any other Staffing Issues

Members agreed to consider the concept of introducing staff appraisals. In order to prepare for this, it was agreed that in June 2016 the Committee would start looking at employees' job descriptions and what work they are actually carrying out.

No other issues required discussion

There being no further matters for consideration, the Chairman thanked Members for their attendance and declared the Meeting closed at 7.55pm