

# **Boreham Parish Council**

Minutes of the Meeting of the Staffing Sub-Committee held in the Village Hall Boreham at 7:30pm on Monday 17<sup>h</sup> October 2016

## Present

Councillor Mrs G Cooch  
Councillor Mrs S Harris  
Councillor J Galley  
Councillor A Leach

Also in attendance, Mrs J Lane (Parish Clerk)

### **S107 Appointment of Sub-committee Chairman**

Councillor J Galley was unanimously elected as Chairman.

### **S108 Apologies for Absence**

All members were present. Apologies had been received from Mrs D Crick, Minute Secretary

### **S109 Declarations of Interest**

There were no declarations of interest.

### **S110 Public Participation Session**

There were no comments or questions.

### **S111 Committee Membership**

It was unanimously agreed that Councillor A Leach would join the Sub-Committee in accordance with his earlier request.

### **S112 Minutes of the Meeting held on 19 October 2015**

The Minutes of the Meeting held on Monday 19 October 2015 had been previously distributed. It was RESOLVED that the Minutes be signed as a true record of the meeting.

### **S113 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.

### **S114 Pay and Conditions of the Parish Clerk, Play Equipment Supervisor and Village Attendant**

#### **a) Variation to the Clerk's Contract of Employment – variation to take into consideration change in hours**

The Clerk requested a change in hours from 25 per week to 18 per week with effect from 1 January 2017. The Parish Council agreed to this request and a letter confirming the change to her Contract of Employment would be sent to the Clerk.

#### **b) Salary Review**

The Chairman reported that all staff had had an outstanding year and in view of this members unanimously agreed to recommend to full Council the following salary increases:

**Clerk:** Her salary to be increased by one spinal column point from 35 to 36 for successfully completing the Certificate in Local Council Administration in July 2016, and one spinal column point to 37 on the anniversary of her appointment, i.e. September 2016, with her salary pro-rata for 25 hours per week.

**Play Equipment Supervisor** – His salary to be increased by one spinal column point, from 25 to spinal column point 26 as from 1 April 2017, with his salary pro-rata for 15 1/2 hours per week.

**Village Attendant** – His salary to be increased from spinal column point 15 to spinal column point 16 as from 15 September 2016, with his salary pro-rata for 15 hours per week.

**Administrative Assistant** - Her salary to be increased from spinal column point 24 to spinal column point 25 as from 1 April 2017, with her salary pro-rata for 6 hours per week

**S114 Appointment of Administrative Assistant and Project Support Officer**

Interviews of the 5 shortlisted candidates had taken place on Friday 14<sup>th</sup> October 2016 and a verbal report was given at the meeting. It was agreed to appoint Justine Atterbury to the post of Administrative Assistant and Project Support Officer working 7 to 12 hours per week starting at spinal column point 18. It was agreed that that the appointment would be subject to a 13-week probation period, on successful completion of which the Administrative Assistant and Project Support Officer will automatically move up to the next spinal column point, i.e. spinal column point 19. The Clerk reported that references had been requested and on receipt of these, if all satisfactory, the offer would be confirmed in writing. A start date is to be agreed.

**S115 Discussion of any other Staffing Issues**

In accordance with the Clerk's Contract of Employment she asked for written consent from the Parish Council to undertake some work for a former colleague on a self-employed basis; this was agreed.

There being no further matters for consideration, the Chairman thanked Members for their attendance and declared the Meeting closed at 8.00pm