



Notice of the Next Staffing Committee Meeting

To all members of the Staffing Committee,

You are hereby summoned to attend the following Staffing Committee meeting of Yeovil Without Parish Council on **Wednesday 27th July 2022 commencing at 5.00 pm.**

This meeting will be held at Yeovil Sport & Social Club, Johnson Park, Coronation Avenue, Yeovil, BA21 3DY

Committee Members will be discussing all the items listed on the Agenda.

Yours Sincerely,

Clerk to the Council - 20th July 2022

AGENDA

- 1. Election of Chair**
To elect a Chair of the Staffing Committee for the municipal year 2022/23
- 2. Election of Vice Chair**
To elect a Vice-Chair of the Staffing Committee for the municipal year 2022/23
- 3. Apologies for absence**
Council to receive apologies for absence and consider the reasons given.
- 4. Declaration of interest**
Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations.
- 5. Minutes**
To approve the minutes of the committee meeting held on 16th March 2022 as a true record.

Confidential Items

The Committee will be requested to pass a resolution excluding the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity



would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

7. Clerk Training Update

To receive an update regarding further training for the Clerk and CPD courses

8. Staffing Matters

To agree staffing matters relating to Council employee contract

END OF AGENDA



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**MINUTES for the Staffing Committee meeting of YEOVIL WITHOUT PARISH COUNCIL
held at Wyndham Park Community Hub, Yeovil on 16th March 2022 at 6.00pm –
7.18pm**

Present – Cllrs Sharon Hackett, John Snell and Colin Rose & Dan Ledger (Clerk)

Members of the Public – None

SC1/22. Election of Chair

Cllr Colin Rose was unanimously **ELECTED** Chair of the Staffing Committee for the municipal year 2021/22
(proposed Cllr Sharon Hackett; seconded Cllr John Snell)

SC2/22. Election of Vice Chair

Cllr Sharon Hackett was unanimously **ELECTED** Chair of the Staffing Committee for the municipal year 2021/22
(proposed from the Chair)

SC3/22. Apologies For Absence

Apologies were received from Cllr Iris Coton. Committee **RESOLVED** to agree the apologies.
(proposed from the Chair)

Cllr Pauline Lock was not present.

SC4/22. Declarations Of Interest

No declarations were made.

SC5/22. Minutes

The minutes of the Staffing Committee meeting held on 18th February 2021 were **APPROVED** as a true record.
(proposed from the Chair)

SC6/22. National Joint Council – Local Government Services Pay Award 2021/22

The Clerk highlighted the agreement that had been reached between the National Employees and the Trade Union side with regards to the pay award for 2021/22, this is a 1.75% increase backdated to April 2021. Staffing Committee **RECOMMENDED** to Council to **APPROVE** the Pay Award.
(proposed from the Chair)

SC7/22. Confidential Items

Exclusion of the press and public



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The Chair moved and Committee **RESOLVED** to exclude the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

SC8/22. Benchmarking of the Clerk/RFO's role

Committee received the consultants report and **NOTED** its contents.

SC9/22. Staffing Appraisal

Committee **RESOLVED** the Clerk is performing to a satisfactory level in their employment.

Committee **RECOMMENDED** to Council the following actions to take place:

1. The office hours of the Clerk to answer calls be reduced down to 9am – 3pm Monday – Friday
2. Better communication to be created between the Staffing Committee and the Clerk, a quarterly informal update meeting to be arranged
3. The Vice Chair of the Council to be invited to all Agenda meetings between the Chair of the Council and Clerk to ensure in the absence of the Chair the Vice Chair is fully informed on meetings. These meetings will take place once a month, the Tuesday a week before the meeting between 12-1pm
4. Tuesday afternoons to become dedicated training time for the Clerk as per their contract. 1pm - 5pm will be utilised to finish CILCA units and to attend to any other training requirements. The office phone and email is to be switched off at this time
5. A calendar of events/framework to be created to enable better insight into regular work completed by the Clerk

(proposed Cllr Sharon Hackett; seconded Cllr John Snell)

SC10/22. Clerk/RFO Role Review

Council **RECOMMENDED** to Council that due to the satisfactory performance of the Clerk that:

1. The Clerk be increased by one spinal column point to SCP26 starting from April 2022.
2. In light of the continued workload, the hours of the Clerk be permanently moved to 37 hours

(proposed Cllr Sharon Hackett; seconded Cllr John Snell)

Chair's Signature

Date