

ROWLANDS CASTLE PARISH COUNCIL

Minutes of a MEETING of the STAFFING & REMUNERATION COMMITTEE 07.06.16

Tuesday 7 June 2016 at 2.30pm
The Meeting Room, Church on the Green, Rowlands Castle

These Minutes are subject to approval by the Committee at its next Meeting

PRESENT:

Cllr A Lee (Chair), Cllr S Protheroe and Cllr W Wilson.

MINUTES:

Taken by Lisa Walker, Clerk to the Council

THE SAFETY ANNOUNCEMENT WAS MADE

1. To Receive any Apologies for Absence

Apologies for absence were received from Cllr E Longman.

2. To Receive any Declarations of Interest

The Clerk declared her pecuniary interests in Item 7 and 8.

3. To Receive and Confirm the Accuracy of the Draft Minutes of the Previous Committee Meeting held on 9 February 2016

The Minutes (circulated previously) were unanimously CONFIRMED as an accurate record, and were duly signed by the Chairman.

4. To Establish a Disciplinary Procedure for Council Employees

Having considered several examples (circulated previously), it was unanimously RESOLVED to adopt the NALC Model as Council's Procedure, to provide continuity with its existing Grievance Procedure. Members requested the Clerk review the Model and make any necessary minor amendments before circulation.

Action: Clerk to review Procedure, amend (if necessary), then finalise and publish

5. To Review the Council's Human Relations Policy, and Agree Action thereon

Members recognised the Council's current Human Relations Protocol (adopted in September 2011) was inadequate and required major revision, to include reference to Equal Opportunities etc.

It was unanimously RESOLVED to make some immediate amendments to the existing Protocol. A more thorough revision of Council's Human Relations Documentation will be included on the Agenda for the next Committee Meeting.

Action 1: Clerk to amend existing Protocol and publish

Action 2: Clerk to include major revision of HR documentation on Agenda for next Committee Mtg

6. To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion regarding staff-related matters, where publicity might be prejudicial to the special nature of the business

The Resolution was unanimously PASSED, though no members of the public or press were present.

Although the bulk of the discussion under Items 7 and 8 will remain the subject of a Confidential Note, the following is to be publicly minuted.

7. To Review the recent Appraisal Reports on all Staff

The Reports were reviewed.

8. To Receive a Report on Staff Remuneration, and Agree Action thereon

It was unanimously RESOLVED to recommend Council award its staff (excluding those recently upgraded to National Living Wage) a 1.5% pay increase, back-dated to 1 April 2016.

9. Date of Next Meeting: To be confirmed, probably early October to tie in with mid-year appraisals.

The Meeting ended at 3.55pm

During the course of the meeting (both part and whole) there were no members of the public or press present.

Future Agenda Items:

- Revision of Human Relations Protocol, and other Employment-related Policies

Confirmed:  Date: 16/5/17