

ROWLANDS CASTLE PARISH COUNCIL

Minutes of a MEETING of the STAFFING & REMUNERATION COMMITTEE 04.06.18

Monday 4 June 2017 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 – see Item 1), Cllr F Ball, Cllr D Hooper and Cllr E Longman.

MINUTES:

Taken by Lisa Walker, Clerk to the Council

THE SAFETY ANNOUNCEMENT WAS MADE

1. To Elect a Chair of the Committee

The Clerk invited nominations for Chair of the Committee for the forthcoming year. The sole nominee having confirmed his willingness to serve, it was unanimously RESOLVED to elect Cllr Lee as Chairman of the Committee for the forthcoming year (Cllr Lee did not vote). Cllr Lee took over as Chair of the Meeting.

2. To Receive any Apologies for Absence

There were no apologies for absence.

3. To Receive any Declarations of Interest

The Clerk declared her pecuniary interests in Item 8 and 9 as an employee of the Council.

4. To Receive and Confirm the Accuracy of the Draft Minutes of the Previous Committee Meeting held on 16 May 2017

The Minutes (circulated previously) were unanimously CONFIRMED as an accurate record, and were duly signed by the Chair. The following was AGREED, ideally to be completed 31 July 2018:

Sickness & Pay Policy – Clerk to work with Cllr Ball on wording of 'Return to Work' element of policy,

Lone & Home Working Policy – Clerk to work with Cllr Ball on wording before finalising policy,

Contracts of Employment – Clerk to work with Cllr Lee to review Groundsman and Pavilion Cleaner contracts.

Action 1: Clerk to liaise with Cllr Ball to finalise wording of policies

Action 2: Clerk to liaise with Cllr Lee to review contracts and progress updates, if necessary

5. To Agree the following Committee Appointments:

- Councillor to act as Clerk's prime 'Point of Contact' – AGREED as Cllr Lee
- Councillors to conduct the Clerk's Annual Appraisal – AGREED as Cllrs Lee and Longman.

6. Under Data Protection Law, to Consider a Privacy Notice for Staff and Agree Action thereon

Members noted the Clerk's draft Privacy Notice, based solely on NALC's Model for Staff, Cllrs and Role-Holders (circulated previously). Decisions were made with regard to 2 points where various wording options were available. On the basis of those amendments, it was RESOLVED to adopt the Notice for Council staff, and present it to Council for possible adoption by cllrs and role-holders as well.

It was also AGREED to undertake DBS checks for any Council staff (and future role-holders, if appropriate), who might come into regular contact with children and/or vulnerable adults as part of their role, and include reference to this requirement in the relevant staff members' contracts (see Item 4 above).

Action 1: Clerk to finalise Notice, present for possible adoption for others, and publicise accordingly

Action 2: Clerk to inform relevant staff, commission DBS checks and update contracts

7. 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 8 and 9 will remain the subject of a Confidential Note, the following is to be publicly minuted.

8. To Review the recent Appraisal Reports on Staff

The Reports available were reviewed.

Confirmed:Date:

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

It was unanimously RESOLVED to recommend Council award its staff a 1.5% pay increase, back-dated to 1 April 2018, excluding those on National Living Wage (NLW) who had already had a c 4% increase when the rate went up with effect from 1 April 2018.

10. Date of Next Meeting: To be confirmed, probably early October 2018.

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.

DRAFT