

ROWLANDS CASTLE PARISH COUNCIL

Minutes of a MEETING of the STAFFING & REMUNERATION COMMITTEE 07.06.19

Monday 7 June 2019 at 11.00am (delayed from 10.00am – see below)
The Small Parish Hall, 11 Links Lane, Rowlands Castle PO9 6AD

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

PRESENT:

Cllr A Lee (Chair – see Item 1), Cllr F Ball and Cllr J Moss

MINUTES:

Taken by Lisa Walker, Clerk to the Council

THE SAFETY ANNOUNCEMENT WAS MADE

Members noted:

- The Meeting had started an hour later than the original published time of 10am at the request of Cllr Lee and with the agreement of all other members, the change having also been advertised;
- A minor change to the Committee's Terms of Reference since the last Meeting

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 to the role and he took over as Chair of the Meeting.

2. To Receive any Apologies for Absence

Apologies for absence were received from Cllr E Longman.

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 4 June 2018

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

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 to be confirmed nearer the time.

6. To Review and Finalise a Policy on Sickness Pay

Members noted the adopted Sickness & Pay Policy and Cllr Ball's draft Return to Work after Long-term Sickness Absence Policy, incorporating Managing Long-term Absence (both circulated previously). The latter had been drawn up having considered professional examples from various fields. Some suggested amendments to both the adopted Policy and draft Policy were noted.

It was unanimously RESOLVED to amend the former Policy and adopt the latter Policy, both incorporating the suggested amendments. It was further AGREED to draft a Lone & Home Working Policy next for consideration.

Action 1: Clerk to finalise and circulate both Policies
Action 2: Committee to draft a Lone & Home Working Policy for consideration

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, 9 and 10 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 3 reports (circulated previously) were reviewed and no issues of concern identified.

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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 2% pay increase, back-dated to 1 April 2019, excluding those on National Living Wage (NLW) who had already had a c 4.9% increase when the rate went up with effect from 1 April 2019.

10. Review of Contracts of Employment for Council's Groundsman and Pavilion Cleaner

It was AGREED to append the contracts (circulated previously) to take account of the adoption of various staff-related polices and minor changes.

11. Date of Next Meeting: To be confirmed.

The Meeting ended at 12.10pm

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

DRAFT