

WOODBURY PARISH COUNCIL
STAFFING, STRATEGY & POLICY COMMITTEE
NOVEMBER 2016

Dear Councillor

2 November 2016

You are hereby required to attend a Committee meeting of the above named Council to be held in the Church Rooms, Woodbury on **Monday 7th November 2016** at **7.15pm**. The business to be transacted at the Meeting is set out below. Members of the Public and Press are welcome to attend this meeting.

PLEASE NOTE EARLIER START TIME

Signed

Mrs Mandy Westlake
Clerk to the Council

A G E N D A

1. **MINUTES:** To receive and confirm as a correct record, the Minutes of the proceedings of the Staffing, Strategy and Policies meeting held on 27 June 2016.
2. **APOLOGIES:** To receive any apologies for absence.
3. **DECLARATIONS OF INTEREST:** *To receive any declarations of interest in any part of these proceedings. In accordance with the Code of Conduct, members and co-opted members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests. Members and co-opted members are also reminded that any change to their Declarations of Interests lodged with the District Council must be notified to the Monitoring Officer at East Devon District Council within 28 days of the change.*
4. **MATTERS FOR DISCUSSION RELATING TO POLICY:** To discuss the following matters and make decisions where required:
 - a. **Standing Orders:** The current PC Standing Orders are due for review as highlighted by the Internal Auditor. The Clerk had already circulated copies of the current Standing Orders following the last meeting in order that they may be considered by Committee members and suggestions/additions made.
 - b. **Financial Regulations:** To consider whether the limit under 11.1(h) Contracts requires review. The current requirement states that the Clerk/RFO shall obtain 3 quotations where the value is below £1,000 and above £300 (**App A**). A resolution has been made to raise the lower limit to £500 in line with other local Councils in the East Devon area and to further consider a limit of £1,000 or above.
 - c. **Members' Code of Conduct:** To discuss general Councillor conduct at PC meetings in accordance with the current Code adopted by the PC on 10 September 2012 (**App B**).
 - d. **Parishes Online subscription:** To consider whether to continue the subscription beyond the renewal date of 26 May 2017 and to decide who should have access to the facility in the meantime.
 - e. **Other business:** Members to advise the Clerk of any other matters they might wish to see discussed at a subsequent meeting (this will involve only an exchange of ideas and views – no discussions will take place or decisions made).

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5. **COOMBE SOLAR FARM (Exton Ward):** To receive an update on the applications received and to confirm the meeting dates for allocation of funding (21st November) and the follow up meeting with representatives from Canadian Solar.
6. **MATTERS FOR DISCUSSION RELATING TO STAFFING:** To discuss the following matters and make decisions regarding the budget/precept where required:
- a. **Parish Handyman:** To discuss the Handyman arrangements from January 2017 as the current service is likely to be withdrawn from 22 December 2016.
 - b. **Devon CC Local Government Pension Scheme:** To discuss the withdrawal of membership from the fund and the financial implications, as a repealed Parish Council resolution will trigger a Cessation Valuation; i.e. a final deficit measurement for the employer. At the last Fund valuation in 2013, the ongoing funding deficit for Woodbury Parish Council was assessed as £5,850. Under a cessation valuation this figure is likely to be somewhat larger as more prudent long term pensions assumptions will be applied.

**** IN COMMITTEE:** Because of the special and confidential nature of the business to be transacted any members of the Public and Press will be asked to withdraw from the Meeting.

- c. **Report from SW Councils:** To receive and consider a report prepared by SW Councils relating to the Clerk and Assistant Clerk's roles and decide whether a salary review is required to ensure employees are remunerated correctly in accordance with their duties and responsibilities (**NJC Salary Scales and current Job Descriptions attached**).
- d. **Sick Pay:** To consider reinstatement of the standard NALC Sickness Absence policy within the Employment contract as detailed. Provided that you comply with the Council's sickness absence policy, you will receive sick pay when you are absent from work because of sickness, as follows:

during 1st year of service	• one month's full pay and (after completing 4 months' service) 2 months' half pay
during 2nd year of service	• 2 months' full pay and 2 months' half pay
during 3rd year of service	• 4 months' full pay and 4 months' half pay
during 4th & 5th - year of service	• 5 months' full pay and 5 months' half pay
after 5 years' service	• 6 months' full pay and 6 months' half pay

- e. **CiLCA:** To agree that the Clerk may undertake her CiLCA qualification within this financial year at a cost of £250.00. More information available on the DALC website.
<http://www.devonalc.org.uk/training-and-events>
 Sufficient funding remains in the allocated Admin/Training budget to cover the cost.

7. **DATE OF NEXT COMMITTEE MEETING:** The date of the next meeting was currently arranged for 15th May 2017.