

WOODBURY PARISH COUNCIL

MINUTES OF THE STAFFING, STRATEGY & POLICY COMMITTEE MEETING HELD IN THE CHURCH ROOMS, WOODBURY on Monday 27 June 2016 @ 8.15pm

Present: Cllrs P Bricknell, Mrs C Bennett, J Burgess (Chairman), Mrs M Edwards & Mrs C McGauley

Also present: Mrs M Westlake (Clerk)

No members of the public were present

16/SSP001 MINUTES: The Minutes of the proceedings of the meeting held on 16 November 2015 were received and confirmed as an accurate record (P/S: Bricknell/McGauley - vote: AIF).

16/SSP002 APOLOGIES FOR ABSENCE: There were no apologies for absence as all Committee members were present.

16/SSP003 DECLARATIONS OF INTEREST: None were declared or recorded.

16/SSP004 POLICY DECISIONS: The following items were discussed and agreed:

a. Standing Orders:

The current PC Standing Orders were due for review as highlighted by the Internal Auditor. It was agreed that a full review be deferred until the Committee meets later in the year. The Clerk was asked to circulate a copy of the current Standing Orders in order that they could be considered by Committee members and suggestions/additions made.

b. Community Grant Scheme:

A discussion took place as to whether the Coombe Solar Farm fund allocation and the existing Community Grant Scheme should be linked. It was agreed to keep them separate at present and advertise both schemes nearer the time on noticeboards, the PC website and in the Woodbury News.

c. Financial Regulations:

It was agreed that the limit under 11.1(h) Contracts required review. The current requirement states that the Clerk/RFO shall obtain 3 quotations where the value is below £1,000 and above £200. The Committee agreed to raise the lower limit to £300 and review again in 2017, if required (P/S: McGauley/Bricknell – vote: AIF).

d. Other business:

There were no other matters for discussion.

16/SSP005 REVIEW OF RISK ASSESSMENT:

The Parish Council's current Risk Strategy assessment was considered and it was agreed that the Identified spokesperson in respect of press enquiries would be the Clerk. Any relevant associated training i.e. PR course (dealing with Media) would be encouraged.

A short discussion took place regarding VDU safety and the Clerk and her Assistant would be required to undertake the HSE assessment which would be signed off when performance appraisals were completed later in the year (P/S: McGauley/Edwards – vote: AIF).

The 3 Play Area inspections carried out in March 2016 and items to address were noted and it was agreed that these were best considered by the Estates and Assets Committee. The main areas of concern at Exton Play Area would be addressed when the equipment is upgraded. The safety surfacing at Woodbury Salterton Play Area had been re-laid recently.

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16/SSP006 COOMBE SOLAR FARM (Exton Ward):

The agreement had been circulated and read by members. It was decided to arrange a separate meeting with Cllr Murrin who had been involved in the scheme from the onset and was familiar with the terms of the written agreement.

The Committee agreed to form a Fund Management Sub-Committee or Steering Group for the distribution of ongoing funding provided from Canadian Solar, to consist of Cllr Murrin, Cllr Mrs McGauley, Cllr Bricknell and Cllr Mrs Bennett.

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

16/SSP007 MATTERS FOR DISCUSSION RELATING TO STAFFING: The following matters were discussed and decisions made where required:

a. NJC National Salary Award 2016: New pay scales have been agreed and are to be implemented immediately and backdated to 1 April 2016. The revised hourly rates are £9.65 for the Clerk and £8.06 for the Assistant to the Clerk.

b. Clerk’s Salary Scale: To consider whether a review is required based on the NJC recommended scale LC2, substantive benchmark 30–34 to ensure that the Clerk is remunerated correctly in accordance with her duties.

c. Assistant to the Clerk’s Salary: To agree the correct level of remuneration for the Assistant to the Clerk following completion of one year’s Service in January 2017 and whether an incremental increase would be appropriate.

d. Sick Pay: To reinstate the standard NALC Sickness Absence policy within the Employment contract.

No decision was reached on items a-d and matters raised would be discussed fully at a separate Committee meeting when more information was available and HR guidance had been sought.

e. Performance Appraisal: The guidance notes and suggested Appraisal forms for both Employer and Employees were received and considered a good starting point. Annual appraisals for the Clerk and Assistant Clerk would be carried out later in the year.

f. CiLCA: To agree that the Clerk may undertake her CiLCA qualification within this financial year at a cost of £250.00.

No decision was reached and this matter would be discussed at a separate Committee meeting when more information was available.

16/SSP008 DATE OF NEXT MEETING: The date of the next meeting currently arranged for Monday 21 November 2016 was agreed although circumstances dictate an earlier interim meeting would be necessary.

There being no further business the meeting closed at 9.15pm

Signed
Chairman

Date: