

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD 2ND NOVEMBER 2016
AT THE SHIREHALL, BROAD STREET, PRESTEIGNE

Present: Cllrs. J. Tennant-Eyles (Mayor), B. Baynham (Deputy Mayor), C. Kirkby MBE, F. Preece.

Apologies: Cllr. H. Marchant.

In Attendance: Mrs T. Price, Town Clerk

Declarations of Interest: Members were requested to declare any personal and/or prejudicial interests they may have in matters to be considered at the meeting in accordance with the terms of the Local Authorities (Model Code of Conduct Order) (Wales) Order 2008 and the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016.

Personal:

Cllr. Baynham, related to present toilet cleaner re future employment of staff.

Personal and Prejudicial: None

MIN ST1/16 ELECTION OF CHAIRMAN 2016/17

Cllr Baynham was proposed by Cllr. Tennant-Eyles, seconded by Cllr. Kirkby and duly elected.

MIN ST2/16 ELECTION OF VICE CHAIRMAN 2016/17

Cllr Tennant-Eyles was proposed by Cllr. Kirkby, seconded by Cllr. Baynham and duly elected.

MIN ST3/16 EXCLUSION OF PUBLIC AND PRESS

Resolved under the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting during the consideration of the following business because of the confidential nature of the following items.

The Town Clerk left the room for the following items.

MIN ST4/16 REVIEW OF CLERK'S WORKING HOURS AND JOB DESCRIPTION

Members examined previous and current hours paid and the hours worked for both these years. Current monthly hours paid were 82, and (partly estimated) hours to be worked by end of year would 90. In consideration of the ongoing increasing work load it was agreed to recommend 100 hours per month from April 2017.

The job description was considered and it was agreed to update as follows -

Desirable Criteria: CiLCA Qualification

Specific Responsibilities: The following to be added -

to oversee the day to day running of Council facilities (public toilets, recreation ground, benches, bins).

to oversee works carried out by contractors, monitor standards, liaise with operatives.

to engage contractors for works to Council property.

to apply for relevant grant funding and administer such monies if received

The grade of the post and updated hours per month to be amended as required.

MIN ST5/16 REVIEW OF CLERK'S HOLIDAY ARRANGEMENTS

It was agreed that it was no longer appropriate to require the Clerk to take her holiday entitlement in August. It was agreed to recommend that from April 2017 the Clerk's holiday entitlement be calculated

on a pro rata basis in accordance with the NALC recommended holidays and stated in hours per annum. A sample calculation was explained showing that on the current hours of 82 per month the entitlement would be 102 hours excluding bank holidays. (Using the same basis of calculation, and the increase in hours proposed in the minute above, of 100, the entitlement from April 2017 would be 124 hours per annum.

MIN ST6/16 JOB EVALUATION OF TOWN CLERK POST

Members used NALC guidance profiles and summary calculation sheet to assess the relevant pay scale/point for the current post. It was recommended that the post be re-graded to LC2 points 35-38 and commencing at point 35 from 1st April 2017, with automatic annual increases thereafter until point 38 was reached (subject to satisfactory performance).

MIN ST7/16 TRAINING REQUIREMENTS FOR STAFF IN 2017-18

Agreed to recommend a training budget of £350 for 2017/18.

Agreed to recommend attend at the annual Practitioners Conference in February 2017 (cost £250) and Regional Conference in March 2017 (cost £69) subject to a maximum bursary contribution from one of the Clerk's other Councils. For the 2016/17 year this would result in an overspend of £54.

Certificate HE Local Policy. Agreed the Clerk could approach Council about taking a single module in future if there was particular relevance/need.

The Town Clerk returned to the room at this point.

MIN ST8/16 EMPLOYMENT OF STAFF FOR CLEANING ETC.

The possibilities of employing staff direct were considered however it was felt that this would result in increased work for the Clerk and not result in sufficient savings. It was however considered that this may become necessary in the future.

MIN ST9/16 URGENT BUSINESS INFORMATION

(1) Pension Arrangements: The Clerk confirmed all was now in place with an expected commencement date of 1st January, one month before the official staging date.

(2) Annual Appraisal of the Clerk: Confirmed to be carried out by the current Mayor. Planned this year for December/January. In future years in order to fit in with the Autumn Staffing Committee meeting the appraisal would be carried out in September/October.

(3) Clerk's Contract of Employment: Agreed to recommend that this be updated to the NALC model contract to incorporate changes in hours/grade/pension/holiday arrangements etc. Amended contract to be presented to full Council for approval.

Summary of Recommendations -

Job description to be updated

Clerk's working hours to be increased to 100 per month from 1st April 2017

Clerk's holiday arrangements to be amended and no longer to be taken in August alone

Post of Town Clerk/RFO to be re-graded to LC2 (above substantive), points 35-38, commencing 1st April 2017 at point 35

Training Budget of £350 for 2017-18

Overspend of £54 in 2016/17 to permit attendance at Regional Conference and Practitioner's Conference.

No employment of other staff at this point

Clerk's Contract of Employment to be updated.

The meeting closed at 8.20 pm.