

SHEDFIELD PARISH COUNCIL

(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)

MINUTES OF THE PERSONNEL & PROCEDURES MEETING HELD 7.30 P.M. MONDAY 14 SEPTEMBER 2015 AT SHEDFIELD PAVILION

Present:

Parish Councillors: Jess Bond, presiding
Alan Cox
Kevin Dye
Maria Robbie

Clerk: Mandy Cooksley

13/15 **Apologies for absence** – none.

14/15 **Declarations of Interest** – none.

15/15 **Co-Option.** The Chair, Councillor Bond, proposed Councillor Kevin Dye to be co-opted onto this Committee. This was seconded by Councillor Robbie and passed unanimously.

16/15 **Minutes of the Meeting held 27 April 2015.** The Minutes of the Meeting were accepted as a true record and signed by the Chair as correct. There were no Matters Arising.

17/15 **Public Participation** – none.

18/15 **Terms of Reference.** It was agreed that except for the Chair and Vice Chair of this Committee, the other two members should have relevant experience of HR or long experience of Council. The Terms of Reference should reflect that this Committee determines the pay and conditions of employment of staff, in line with appropriate guidance scales and Council budget. The Terms of Reference are to be amended and distributed to the Committee.

Action: Clerk

19/15 **Staffing Matters**

i) Appraisals. The Appraisal Managers for staff were confirmed as follows:

- Vice Chair of Council – Clerk. Appraisal to be conducted at the end of the probationary period.
- Vice Chair of Finance – RFO. Appraisal complete.
- Member of P & P – Projects and Planning Officer. Appraisal to be conducted September/October 2015.

ii) Probationary periods. The Clerk is currently serving a 4 month probationary period to 28 November 2015.

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iii) Staff Pay.

- Method of Payment. Payment is made by a set Standing Order each month with any adjustments made by cheque.
- Minimum wage. This is set to increase on 1 October 2015. The Cemetery Clerk and cleaner will receive an increase to reflect this.
- Pensions. In line with Government's pension reform, which requires every employer in the country to establish a pension scheme in the workplace for any employee who earns £10,000 a year or more, this will commence 1 January 2016. This will be administered by "Enrol our Staff", who are charging an agreed one-off fixed fee of £800.00 to set up the auto enrolment and £35.00 per month to administer.

20/15 **Contracts of Employment.** The Clerk will receive a Contract for signature at the end of a successful probationary period. **Action: Chair**

21/15 **Working Hours.** The office is now open 1200 – 1400 Monday to Friday for parishioners. The Clerk is in office 0830 – 1630 every Tuesday, Wednesday and Thursday, the RFO covers the office each Monday and Friday and the Projects and Planning Officer will now revert to 8 hrs per week on alternate Tuesdays and each Wednesday.

22/15 **Computer Procedures and Computer Equipment.** Approval was given for a new hard drive to be purchased for the Clerk's PC. Each member of staff is to have their own individual login/password and Outlook/email account, giving access to their own areas of work. Computers to be networked. **Action: Clerk.**

23/15 **Date of Next Meeting.** To be arranged.

*With no further business to be transacted
the Chair declared the Meeting closed at 2030*