

**Clerk to the Council/RFO: Caroline Higgins**

**Chairman: Cllr Mr Keith Keel**

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Minutes of a meeting of the Staffing Panel convened on Monday 8 April 2019 at 6.00 pm in the Parish Office.

Present: Cllrs Keel (Chairman); Breeze (Vice Chair); Whittall;  
Jones and Howells

In attendance: Mrs Caroline Higgins – Clerk;

SP1.19/20 **ELECTION OF CHAIRMAN** – Cllr Keel was elected unanimously to chair the committee until the next annual council meeting

SP2.19/20 **APOLOGIES** – Cllr Parkhurst’s apologies were deemed to have been submitted

SP3.19/20 **DECLARATIONS OF INTEREST** – None

SP4.19/20 **EXCLUSION OF THE PRESS AND PUBLIC** – The Committee resolved to exclude the Press and Public under the Public Bodies (Admission to Meetings) Act 1960, ss 1(2) so as to discuss confidential matters

SP5.19/20 **REVIEW OF HOURS ALLOCATED OR MAINTENANCE ACTIVITIES** – Cllr Keel presented a spreadsheet which demonstrated a shortfall in working hours of 12 / week. This would cover holiday and sickness absence not previously accounted for. The evidence was discussed and the calculations clarified. It was then resolved that the Clerk be authorised to use up to 12 hours per week as a flexible resource for additional working hours as required instead of bringing in seasonal staff. The Committee resolved to review the requirement after 6 months and consider whether there was a case for additional contractual hours or ongoing flexibility.

The Committee reviewed the authority for additional administrative support for GDPR compliance which had been approved at 4 hours per week up until the end of March. It was agreed that any additional administrative support would be agreed on an ad hoc basis.

SP6.19/20 **REVIEW OF BENCHMARK SALARY SCALE** – The committee received a proposal from the Clerk that the benchmark range from which her annual salary is calculated be reviewed with reference to national profiles. The Clerk requested that an independent exercise be undertaken by a suitably qualified organisation. The Committee noted

her request and resolved to defer discussion until after the Clerk left the meeting.

- SP7.19/20 **REVIEW OF ANNUAL LEAVE YEAR** – The Clerk recommended altering the start/end date of the annual leave year to Jan/December. The Committee resolved to keep the current arrangements of starting the annual leave year on 1 April.
- SP8.19/20 **PERFORMANCE REPORTS** – The Clerk and Chair reported satisfactory performance interviews with most staff carried out in December. The appraisal of the newly appointed key holder had been deferred until March to enable her to settle in to the role. The Clerk reported a satisfactory interview with the key holder and that she had indicated her willingness to remain in the role if it were to be made permanent.
- SP9.19/20 **KEY HOLDER POST** – The Committee resolved to make the temporary post holder an offer of permanent employment to run continuously from the end of her 3 month temporary appointment
- SP10.19/20 **CLERK'S ANNUAL SALARY REVIEW** – *At 7:08pm the Clerk declared her interest and left the meeting. The following notes were recorded by Cllr Howells*

Clerk's Performance Report – The Clerk had carried out all procedures as required and came over very well.

The Clerk had met the auditor's requirements

The Clerk needs to number documents for meetings and copy letters to the Chairman for approval before sending.

It was proposed and seconded and unanimously carried that the Clerk remains on the current pay scale.

It was resolved to commission Shropshire Council to undertake a benchmarking review and that that Cllr Breeze would sit in on the assessment for a time. It was agreed that the exercise should be arranged around his commitments.

***The meeting closed at 7:30pm. The date of the next meeting was noted as 30 September 2019***