



MELTON PARISH COUNCIL

Chairman: Councillor GK Butterwick

EMP(07)M2

EMPLOYMENT COMMITTEE

Minutes of a meeting of the Parish Council Employment Committee on Thursday 13th December 2007 commencing at 18:00 in The Parish Council Office Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mr GK Butterwick
Cllr Miss DE Dann [Chairman]

Cllr Mr AG Dunford

07.09 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

07.09.01 Cllr Mr PJ Brockett - Holiday

Council received this apology and **consented** to the absence

07.09.02 Cllr Mr MN Bond

Absence noted.

07.10 TO RECEIVE DECLARATIONS OF INTEREST WITH REGARD TO ITEMS ON THE AGENDA AND ADDITIONS TO THE REGISTER

There were none

07.11 PUBLIC PARTICIPATION SESSION

07.11.01 To receive representations from Councillors who have declared a prejudicial interest under item 07.10

There were none

07.11.02 To receive representations from members of the public in respect of items on the agenda only

There were none

07.12 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS

There were no members of the public present

07.13 TO CONSIDER EXCLUSION OF PRESS & PUBLIC.

There were no members of the public present therefore there was no reason for the matter to be considered.

07.14 EMPLOYMENT ISSUES - CLERK

07.14.01 Salary Arrangements and 2007/08 Pay Negotiations;

(a) Review Grading of Clerk's Post

NALC National Salary Award for Clerks – 2007-08 paper previously circulated was received and noted.

Proposed that revised duties and responsibilities following move to monthly meetings and committee structure warrant re-grading to LC2 [below benchmark]

(b) Re-wording of Contract and Job Description

Copy of Paper EMP(07)P05, Contract and Job Description previously circulated were received and noted.

Proposed the following re-wording:

(i) Para 6.1 Revised Grading – to LC2 below benchmark at SCP27 with effect from 1st April 2008

(ii) Para 11.1 Revised Hours – to be 18½ hours per week with effect from 1st April 2008

(iii) Para 13.1 Revised Holiday Entitlement – to be 24 working days, pro rata with effect from 1st October 2007

(c) Salary Scales

Proposed that the 2007/8 National Salary Award for Local Council Clerks be implemented with effect from 1st April 2007

Proposed by: Cllr Dann

Seconded by: Cllr Dunford

It was RESOLVED to implement the changes contained in (a) (b) & (c)

07.14.02 Performance Appraisal.

Proposed that the first annual review be in February 2008, interview to be held with Chairman of Employment Committee reviewed by Council Chairman.

Proposed by: Cllr Butterwick

Seconded by: Cllr Dunford

It was RESOLVED that the first annual review be in February 2008, interview to be held with Chairman of Employment Committee, reviewed by Council Chairman.

07.15 EMPLOYMENT ISSUES - PARK WARDEN

07.15.01 Revised Minimum Holiday entitlement and Minimum Wage

Copy of Contract and Job Description previously circulated

- (a) Revision to Job Description and Contract of Employment
 - (i) Para 3 – insert ‘except as regards salary’ between the words ‘employment’ and ‘are set out’
 - (ii) Para 4 – revised wage rate of £5.65 per hour. Back dated to 1st October 2007
 - (iii) Para 7 Revised Holiday entitlement to be 24 working days pro-rata to 3.5 hours/week

07.15.02 Performance Appraisal.

- (a) Revision to Job Description and Contract of Employment

Insert new paragraph between existing 5 & 6 to read ‘**Appraisal** - you will receive an annual Appraisal/Career Development Review. Should there be any concern about your performance, other than matters of a disciplinary nature, the Council undertakes to work with you to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame.

Proposed that this revision be adopted.

Proposed by: Cllr Butterwick

Seconded by Cllr Dunford

It was RESOLVED that this revision be adopted.

07.16 ANY OTHER BUSINESS

07.16.01 Minutes of Meeting Held on 18th October 2007

- Minutes EMP(07)M1 previously circulated were received and noted.
- Proposed that the minutes be signed by the Chairman as a correct record.
- Proposed by: Cllr Butterwick
- Seconded by Cllr Dunford
- It was RESOLVED** that the minutes be signed by the Chairman as a correct record.

07.17 DATE OF NEXT MEETING

Thursday 13th March 2008 at 18:00 [i.e. immediately before Full Council]

There being no further business the meeting closed at 18:55

Signed: _____ Date: _____
[Chairman]