

**Minutes of the Meeting of Aston Clinton Parish Council
Staffing Sub-Committee
held on 8th January 2015 at 4.00pm
at Aston Clinton Parish Meeting Room**

Present:

Councillors:

D Wallis (Chairman)

J Savigar (Co-opted)

Clerk: Gill Merry

No members of the public

15.001 Election of Chairman

Cllr Wallis was elected as Chairman.

15.002 Terms of Reference

Terms of Reference for the Sub-Committee are to be prepared.

15.003 Clerk's salary

Confirmed that the Clerks salary is to increase in accordance with the new pay scale effective from 1st January 2015. Clerk's current level is NJC 21. Need to confirm whether Clerk may also qualify for one off payment during December.

15.004 Clerk's training needs and supervision

Plan is for Clerk to attain ILCA Level 1 Certificate. Clerk is booked onto SLCC course for minutes and agendas on 3rd February.

Discussed annual budget for training. Cllr Savigar to clarify with Chairman of Finance and Staff Committee.

Clerk requested authority to purchase current editions of "Arnold Baker" and The Clerks Handbook, confirmed with Chairman of Finance and Staff Committee and agreed by this committee.

Discussed progress being made with mentors. Clerk confirmed she will arrange specific events for discussions with her mentors.

15.005 Clerk's work plan

Discussed annual programme of checks and reviews to be completed by the Clerk, especially as the RFO. Cllr Savigar to support Clerk in assessing the priorities for this work, although the governance documents are currently up-to-date.

Cllr Plowman has spoken to Clerk about the responsibilities for maintaining the website with a view to effecting a handover in April 2015.

15.006 Monthly time recording

Clerk currently prepares a spreadsheet for the hours she works each month, and this is emailed to Cllrs Plowman, Maskell and Watson. This process will continue until May 2015.

Overtime worked for evening meetings etc. are currently paid at normal hourly rate, and recorded on the spreadsheet.

Discussed the Clerk's workload for the standard 20-hour contract. Clerk is to update the Sub-Committee on her perception about whether the contract hours are adequate for the workload.

Due account is to be noted that the Clerk is still in the learning phase for her role. However, the Clerk explained that she expects to complete tasks more efficiently as her experience increases. Cllr Wallis highlighted how the workload for the Clerk is likely to increase in the immediate future with the ongoing legal cases and the steps being taken to resolve issues with The Hub.

It was confirmed that time spent on training is regarded as overtime and paid at the hourly rate, recognising the importance of developing the Clerk's skills for the role.

Clerk is to investigate the options for hiring somebody to clean the Parish Office.

Clerk requested absence for Thursday 2nd April 2015 and will flex her hours that week.

15.007 Overtime

Discussed in previous agenda item.

15.008 Schedule of Meetings

Agreed to meet monthly.

15.009 Reporting to F&S Committee

Agreed to provide monthly update to Finance and Staff Committee prior to that monthly meeting.

15.010 Current issues and concerns

Clerks' main concern at the moment is to complete the considerable workload in the time available, whilst identifying the main priorities and not make mistakes

The Clerk explained that she experiences considerable interference during her working day and she was advised to keep a record of the delays and interferences. Options for improving her efficiency and effectiveness were discussed, including greater use of the answer-phone and emails, and restricting open access to the office.

The role of Facilities Committee to help the Clerk with issues in the park and The Hub was discussed.

The Clerk was advised to keep a record and report any incidents of inappropriate behaviour, and if necessary also seek support and advice from SLCC. Some issues with agendas and minutes of meetings were discussed and noted.

15.011 Any Other Urgent Business

None

15.012 Matters for Next Meeting

None

15.013 Date, time and venue of next meeting

Thursday, 12th February at 4 pm in Parish Office

There being no further business of the Committee, the Chairman closed the meeting at 4.55 pm

Signed:

Date: