

**Minutes of the Meeting of Aston Clinton Parish Council
Staffing Sub-Committee
held on 23rd November 2015 at 11.30 am
at Aston Clinton Parish Meeting Room**

Present:

Councillors:

C Birch (Chairman)

A Mooney

Clerks: G Merry (recording) and E Barry

No members of the public

15.045 Apologies for Absence

None

15.046 Declarations of Interests

None

15.047 Minutes of Last Meeting

Were agreed and signed.

15.048 Work Plan

- i. Progress – Assistant Clerk: EB stated she has settled in well but the workload was higher than expected. She is happy to receive further training and GM will arrange enrollment on the ILCA programme, along with one-day CPD courses. GM felt that the NHP has swallowed up more of EB's time than envisaged and it was agreed that some of this workload could be done by a temp, especially as the NHP committee has money in their budget. It was agreed that GM would draft an email to the NHP committee.
- ii. Working hours: The workload for both clerks remains exceptionally high and it was felt that lessening the amount of callers to the office would help. The following opening hours were agreed:
Mondays: Open for callers
Tuesdays: Appointments only
Wednesday: Appointments only
Thursdays: Appointments only
Friday: Closed for visitors (though Clerks may be in working)

15.049 Training

- i. Update: GM has completed her CILCA course and will now enroll with the SLCC to complete her CILCA portfolio within a year.
- ii. Forward Planning: EB will be enrolled on the ILCA online programme and both clerks have one day CPD courses they wish to attend. These will be budgeted at 3 each per year. It was also agreed that EB would be enrolled as a member of the SLCC.

15.050 Contracts

These had not had the correct wording for holiday entitlement. Cllr Mooney had provided the correct wording and GM had amended both contracts. The following wording was agreed: -

- a. GM: 5.6 times your normal contracted weekly hours, leave per year (including bank and public holidays as recognised in England). The leave year runs from the 1st April to 31st March. This equates to $5.6 \times 25 = 140$ hours per year. Upon the termination of the Employment you shall be entitled to be paid in lieu of all accrued but untaken holiday to which you are entitled.
- a. EB: This will be 5.6 times your normal contracted weekly hours, leave per year (including bank and public holidays as recognised in England). This equates to $5.6 \times 12 = 68$ hours per year. The Leave year runs from the 1st April to 31st March. Upon the termination of the employment you shall be entitled to be paid in lieu of all accrued but untaken holiday to which you are entitled.

However, with the 2 extra statutory days for public sector workers, GM will qualify for 150 hours per annum and EB 74 hours. It was agreed that GM would research the matter of the 2 extra statutory days. Both amended contracts were agreed and signed.

Local Government Pension Scheme: GB reported that BCC had advised that there must be a formal resolution by Council for EB to go onto the LGPS. It was agreed to recommend this to full council.

Christmas Opening: It was agreed that the office would close from 23/12/15 to 4/1/16

15.051 Date of Next Meeting – To be advised.

Signed:

Date: