



Banwell Parish Council

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT BANWELL CHILDRENS CENTRE AT 7.30 P.M. ON THURSDAY 28th MARCH 2019

Present: Cllrs Paul Blatchford, Paul Harding and Dawn Parry,

In attendance: Liz Shayler (Clerk), Cllrs Maggie McCarthy and Nick Manley.

01/19 To receive and accept apologies for absence (agenda item 1).

No apologies were received.

02/19 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

03/19 To approve as a correct record the Employment Committee meeting minutes from the 27th September 2019 (agenda item 3).

Resolved – That the minutes be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (Unanimous).

The minutes of the meeting were signed by the Chairman as a correct record.

04/19 To agree the clerks annual leave (agenda item 4)

Resolved – To approve the Clerk's annual leave.

The resolution was correctly proposed and seconded (Unanimous)

05/19 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item 6 & 7 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (agenda item 5)

Resolved – That the press and public be excluded from the meeting.

The resolution was correctly proposed and seconded (Unanimous)

06/19 To undertake the Clerk's six-monthly appraisal (agenda item 6)

The Chairman undertook the appraisal which resulted in a satisfactory outcome, identifying key work targets.

Resolved - That due to the increased work load that the Clerk's work hours be increased from 24 to 28 hours a week.

The resolution was correctly proposed and seconded (Unanimous)

07/19 To undertake the annual review of the Clerks Salary including a 2% suggested increase from the National Joint Council (agenda item 7)

Resolved - That due to the satisfactory outcome of the Clerks review a spinal point pay increase from 26 to 27 (old scale 32 to 33) is to be awarded along with the 2% suggested increase from the National Joint Council.

The resolution was correctly proposed and seconded (Unanimous)

08/19 To agree the date of the next meeting (agenda item 8)

7:30pm September 27th 2019 at Banwell Children's Centre.

The Chairman closed the meeting at 20:05

.....Chairman

.....Date

APPRAISAL REVIEW FORM

NAME: Liz Shayler

JOB TITLE: Clerk and Responsible Financial Officer to the Council

DATE OF INTERVIEW: 25th March 2020

EMPLOYMENT COMMITTEE CHAIRMAN: Cllr Paul Harding

1. REVIEW OF KEY WORK TARGETS

In association with the Chairman identify tasks which the Councillors may perform

Cllr McCarthy has supported the Clerk in completing non-urgent outstanding tasks including registering land, inputting the cemetery paperwork onto the system, covering the office. With other Councillors taking on additional work including; checking minutes, letter writing, attending non-essential meetings and covering the office.

Due to various items including the differing activities involved with the Youth & Community Centre, the Scout Hut demolition / rebuild, lease & general running of the Council then overtime is still an issue.

ADDITIONAL TARGETS SET

2. REVIEW OF NEW RESPONSIBILITIES/ADDITIONAL ACTION POINTS (if any)

Day to day running of the Children's Centre - Have ensured all compliance requirements (e.g. electrical certification, fire regulations, emergency lights, CCTV checks, fire equipment test, boiler /gas test) have been completed. Fire alarms checks completed weekly. Monthly checks of the fire equipment and emergency lighting. Have written overall YCC risk assessment including COSHH and event specific risk assessments. New contracts have been agreed. In the process of taking bookings and arranging key access. New public opening hours coinciding with coffee & chat is working well.

3. REVIEW OF TRAINING AND DEVELOPMENT NEEDS

Cemetery Training

Cemetery Memorial Safety Training for Cemetery Committee. The Clerk and Cllr McCarthy attended the ICCM Memorial safety training and will pass this onto the working party for the next annual Memorial Inspection.

ADDITIONAL TRAINING AND DEVELOPMENT NEEDS SET

<u>NEEDS</u>	<u>OBJECTIVE(S)</u>
First Aid Training	Booked
Fire Marshall Training	To meet H & S objectives on Risk Assessment
Cemetery Training for Committee	Clerk & Cllr McCarthy to pass on training to W Party

4. COMMENTS (EMPLOYMENT COMMITTEE AND OR EMPLOYEE)

An admin assistant for Parish Council has been budgeted for the 2020/2021. Budget allocated was 20hrs a month. To support the completion of administration tasks like; Banwell news info, editing, noticeboards, website / Facebook/twitter, arranging minor repairs, meeting with contractors for safety checks / quotes /

enabling access for works, weekly fire checks, chasing contactors, submitting planning comments to North Somerset, actions from meetings. Depending on experience may take the planning committee over.

NEXT REVIEW DATE: **September 2020**

CHAIRMAN'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

Issue a copy to the employee and Chairman; set the next review date, depending on the information above.

BANWELL PARISH COUNCIL

ACTION PLAN FOR March 2020 to September 2020

NAME: Liz Shayler

JOB TITLE: Clerk and responsible financial officer to Banwell Parish Council

DATE OF INTERVIEW: 25th March 2020

NAME OF EMPLOYMENT COMMITTEE CHAIRMAN: Cllr Paul Harding

1. KEY WORK TARGETS FOR NEXT YEAR

2. NEW RESPONSIBILITIES (if any)

3. ADDITIONAL ACTION POINTS (if any)

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

OBJECTIVE(S)

6. ADDITIONAL COMMENTS

REVIEW DATE: September 2020

CHAIRMAN'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

Issue a copy to the employee and set the next review date, depending on the information above.

7 DECEMBER 2018

EMPLOYMENT BRIEFING E02-18 | 2018-2019 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019.

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2019

Due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine on 1 April 2019 and the attachment translates the existing spinal column points and scale ranges used in the sector to the new scales.

© NALC 2018

ANNEX 1

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
6	£16,394	1	£17,364	£9.02	6/7	Below LC Scale (for staff other than clerks)
7	£16,495					
8	£16,626	2	£17,711	£9.21	8/9	
9	£16,755					
10	£16,863	3	£18,065	£9.39	10/11	
11	£17,007					
12	£17,173	4	£18,426	£9.58	12/13	
13	£17,391					
14	£17,681	5	£18,795	£9.77	14	
15	£17,972	5	£18,795	£9.77	15	
16	£18,319	6	£19,171	£9.96	16/17	
17	£18,672					
18	£18,870	7	£19,554	£10.16	18	LC1 (7-12) (substantive benchmark range)
19	£19,446	8	£19,945	£10.37	19	
20	£19,819	9	£20,344	£10.57	20	
		10	£20,751	£10.79		
21	£20,541	11	£21,166	£11.00	21	
22	£21,074	12	£21,589	£11.22	22	
		13	£22,021	£11.45		LC1 (13-17) (above substantive range)
23	£21,693	14	£22,462	£11.67	23	
24	£22,401	15	£22,911	£11.91	24	
		16	£23,369	£12.15		
25	£23,111	17	£23,836	£12.39	25	
		18	£24,313	£12.64		LC2 (18-23) (below substantive range)
26	£23,866	19	£24,799	£12.89	26	
27	£24,657	20	£25,295	£13.15	27	
		21	£25,801	£13.41		
28	£25,463	22	£26,317	£13.68	28	
29	£26,470	23	£26,999	£14.03	29	LC2 (24-28) (substantive benchmark range)
30	£27,358	24	£27,905	£14.50	30	
31	£28,221	25	£28,785	£14.96	31	
32	£29,055	26	£29,636	£15.40	32	
33	£29,909	27	£30,507	£15.86	33	
34	£30,756	28	£31,371	£16.31	34	LC2 (29-32) (above substantive benchmark range)
35	£31,401	29	£32,029	£16.65	35	
36	£32,233	30	£32,878	£17.09	36	
37	£33,136	31	£33,799	£17.57	37	
38	£34,106	32	£34,788	£18.08	38	

ANNEX 1

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
39	£35,229	33	£35,934	£18.68	39	LC3 (33-36) (below substantive range)
40	£36,153	34	£36,876	£19.17	40	
41	£37,107	35	£37,849	£19.67	41	
42	£38,052	36	£38,813	£20.17	42	
43	£39,002	37	£39,782	£20.68	43	LC3 (37-41) (substantive benchmark range)
44	£39,961	38	£40,760	£21.19	44	
45	£40,858	39	£41,675	£21.66	45	
46	£41,846	40	£42,683	£22.18	46	
47	£42,806	41	£43,662	£22.69	47	
48	£43,757	42	£44,632	£23.20	48	LC3 (42-45) (above substantive benchmark range)
49	£44,697	43	£45,591	£23.70	49	
50	£45,816	44	£46,732	£24.29	50	
51	£46,957	45	£47,896	£24.89	51	
52	£48,138	46	£49,101	£25.52	52	LC4 (46-49) (below substantive range)
53	£49,331	47	£50,318	£26.15	53	
54	£50,421	48	£51,429	£26.73	54	
55	£51,832	49	£52,869	£27.48	55	
56	£53,131	50	£54,194	£28.17	56	LC4 (50-54) (substantive benchmark range)
57	£54,455	51	£55,544	£28.87	57	
58	£56,272	52	£57,397	£29.83	58	
59	£58,082	53	£59,244	£30.79	59	
60	£59,901	54	£61,099	£31.76	60	
61	£61,732	55	£62,967	£32.73	61	LC4 (55-62) (above substantive benchmark range)
62	£63,541	56	£64,812	£33.69	62	
63	£65,372	57	£66,679	£34.66	63	
64	£67,167	58	£68,510	£35.61	64	
65	£68,869	59	£70,246	£36.51	65	
66	£70,607	60	£72,019	£37.43	66	
67	£72,387	61	£73,835	£38.38	67	
68	£74,217	62	£75,701	£39.35	68	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours rounded to the third decimal place.

Version 1 - 6 December 2018

National Employers for local government services

PRESS RELEASE: 5 FEBRUARY 2020

Council employees' pay offer announced

Council employees have been offered a pay increase of 2.0% from 1 April 2020.

The National Employers, who negotiate pay on behalf of 350 local authorities in England, Wales and Northern Ireland, made the offer to unions today. It will affect over 1 million employees.

Notes to editors

The total increase to the national paybill resulting from this offer is £364m (covering the period to 31 March 2021).

This pay offer does not apply to council chief executives, senior officers, teachers or firefighters, who are covered by separate national pay arrangements.

The National Joint Council negotiates the pay, terms and conditions of staff in local authorities. It agrees an annual uplift to the national pay spine, on which each individual council decides where to place its employees. Each council takes into account a number of factors such as job size and local labour market conditions when deciding an employee's salary. There are no nationally determined jobs or pay grades in local government, unlike in other parts of the public sector.

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