



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

BANWELL PARISH COUNCIL
ACTION PLAN FOR February 2019 to September 2019

NAME: Liz Shayler

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

DATE OF INTERVIEW: 28th March 2019

NAME OF EMPLOYMENT COMMITTEE CHAIRMAN: _____

1. KEY WORK TARGETS FOR NEXT YEAR

In association with the Chairman of the Council and Committee Chairmen identify tasks which Councillors may perform.

2. NEW RESPONSIBILITIES (if any)

Day to day running of the Children's Centre.

3. ADDITIONAL ACTION POINTS (if any)

4. TRAINING AND DEVELOPMENT NEEDS

<u>NEEDS</u>	<u>OBJECTIVE(S)</u>
Cemetery Training for Cemetery Committee	Organise with ICCM

6. ADDITIONAL COMMENTS

REVIEW DATE: September 2019

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.