

Icklesham Parish Council

Putting Governance in your hands

Minutes

Staffing Committee

28th October 2020 at 6:30 pm via zoom

Present:

<input checked="" type="checkbox"/>	Cllr. Mrs C Merricks
<input checked="" type="checkbox"/>	Cllr. Mrs J Stanford
<input checked="" type="checkbox"/>	Cllr. S Tollett
<input checked="" type="checkbox"/>	Cllr. P Turner

<input checked="" type="checkbox"/>	Cllr. Mrs E Bradley
<input checked="" type="checkbox"/>	Miss C Dyer (Clerk) in attendance
<input checked="" type="checkbox"/>	Mrs J Cannings (Deputy Clerk)
<input checked="" type="checkbox"/>	Cllr. Mrs S Lyward (Chairman)

1. Questions or comments. Cllr David Smedley attended as a member of the public.
2. No apologies were given.
3. Disclosures of interest. None
4. The minutes of the meeting were discussed. J Stanford – item 5, Cllr Bradley discussed the new Clerk but did not give a name, It was agreed that the minutes should be amended to include the new Clerk's name of Claire Dyer. This was passed. J S when Peter Turner said he had collected laptop it doesn't say that he would pass it to Claire. It was agreed to include this. Under item 10 that she felt uncomfortable discussing with member of staff in the room and it was agreed to carry over. Asked for this to be included in the minutes that this why this item was discussed. No one voiced any objections to these changes. P T item 10 requested that an amendment be made as he queried what salary point DP was on and it was not recorded that she was on single status point 24. Steve Tollett - Item 6 Cllr Stanford asked for sight of documents what items? Sight of offer letter and Claire's CV.
5. Update on proposed general review of allowances and policies. PT stated still in relation to salary. Draft contract conflicts with what CiLCA are advising that CiLCA should be completed within 12 months. SL increment not just based on completing CiLCA but on performance in the next 12 months. SL has it been agreed with Claire what her starting salary will be based on the fact that she will be opting out. SL what was offered to CD by

LB. CM pay was agreed before advert the starting salary was agreed at that point. SL Clerk has far more responsibility than the Deputy Clerk, CM it happens in business that this can happen. CM take a step back it was all agreed at this meeting. Pay has increased 2.75% since job was advertised. This was all agreed. ST what is probationary period, 6 months or 12? 6 months PT advised that the profile around Clerk grading should be point 30 and 34 on latest scales. New information has been taken to committee and salary should be reviewed. Claire has opted out of pension, Lizzie stated could opt back in at any time. SL realises this but this could be reviewed. JS stated does not have a problem to look at this again and decide if slightly more can be offered. JS needs to be fair. JS feels very uncomfortable discussing in front of the Clerks, does not feel it is the right way to do it. CD asked whether as CM stated this should be carried forward to staffing group. CM sent offer letter after the meeting and he has asked at that meeting what the scale point was so why was the letter sent. PT stated that he had not seen the minutes in good time. ST am I happy with the salary stated. CD stated she was uncomfortable with salary being discussed in this forum. ST queried whether there could be a pay review at 6 months rather than 12 months. SL asked if CD would be happy to accept offer as letter received with review in 6 months. CD agreed she was happy with this. JS proposed ST seconded all in favour.

6. Update on proposed review of staff allowance. CM updated on email to Mark Mayberry regarding home working allowance - £520 per year SL where £700 from? Prior to Covid now £520. SL and JS stated that the home working allowance should be pro rata. CD queried why the change had come in now given that historically this had been paid to Clerk and Deputy monthly at that rate. ST stated that he felt £520 should be agreed given the smaller figure. Anything over this taxable so no point. JC had been being taxed but was no longer as the threshold had increased. JS requested that the staffing

committee be informed of any payroll updates. SL put forward PT seconded, all were in agreement.

7. Update on review of Deputy Clerk's salary – CM advised that the staffing working group should be formed and at which point the Clerk and Deputy Clerk could be present.

Under staffing committee pay couldn't be discussed. SL queried how this was added to the agenda last time. LB stated that she felt it would be discussed with a third party. JS stated she was happy for it to be discussed. LB stated PT recommended that it would be externally reviewed. PT added that he suggested that there should be a job evaluation undertaken. SL queried if DS was able to be present for discussions. PT stated that he could be present as he was a Councillor. PT also stated that Cllr Merricks had asked for the item to be added as she felt that she deserves a pay rise. Cllr Merricks stated that it is contractual that a yearly salary increase was contractual. SL requested that Clerk look into this further, see what JC contract states, what grade she is on currently, needs to be investigated by Claire. JS salary increases are talked about after appraisals have taken place? Why on agenda when should have been discussing Claire's terms of contract. Hadn't seen anything in writing. SL have you had that information regarding what the conversation was between Claire and Lizzie? Yes seen the email. CM everyone has seen both Clerk and Deputy Clerk contract as these were circulated at point of HR review. PT read out an extract from Deputy Clerk contract 6.1 point subject to banding of LC1. PT would support looking into how Joc is now well over the LC1 cap. CM stated she would be happy to provide that information to Claire. ST stated that all salaries increase yearly as a standard. SL requested that Claire does an audit trail of what has happened to date with salary increases. CM stated got them from email had not kept hard copy documents. SL asked for proposer – JS proposed, PT seconded

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8. Discuss CiLCA Qualification for Clerk – ST will need to advise full council that quality council status will be lost until qualified Clerk. CM stated that Clerk is remunerated for the additional time spent for the hours she spent studying.
9. Update on review of staffing committee membership – reach final formal agreement as still 6 members in place. ST stated that he had previously advised that he would step down but should be taken to AGM. PT proposed ST seconded, all in favour.
10. Consider any urgent matters – JS stated she would like to remind Councillors what was said at last meeting Monday, if issues she wants to know not letters going out on letterheads without her knowing. No point her being on committee if she isn't made aware. SL requested that at next full council meeting complaints/grievances against Councillors should be dealt with. CM has anybody been in touch with Claire to offer a mentor. SL asked if PT could organise this PT recommended that Claire join SLCC. JC advised that SLCC membership can be changed over to Claire. SL asked JC to give Claire the details. CM would like on record that the Chairman have Jocelyn's address, he was given it when Anna and Jocelyn moved house at the same time. CM advised 4 times this address was given. SL asked that JC give PT her details and give them to Claire. JC stated that both had them already. SL discussed timesheets, holiday request forms SL stated that it should go to full council. SL stated she wanted to be very clear where money was being spent in this climate. JS queried whether expenses forms were in place. SL stated that a set pay date needs to be agreed and this put in place. CD stated she was ok with payment being before end of month. JC advised that she had passed expenses form had been passed to CD and that overtime was paid in arrears. SL requested that forms be reviewed and that everything is documented.
11. Date of next meeting to be agreed – To be advised.
12. AOB Job descriptions, CD to send to SL, PAT Testing, booked for Tuesday 3rd November, Hard drives, chasing 3rd quote. Use of cloud, CD stated it is available as part

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of Microsoft 365 needs further investigation. JS would like to see job descriptions to see if they need amending. SL will advise when next meeting will take place.

The meeting closed. Signed:

Dated: