

Minutes

Staffing Committee

28th September 2020 at 7pm via zoom
Court Hall, Winchelsea

Present:

<input checked="" type="checkbox"/>	Cllr. Mrs C Merricks	<input checked="" type="checkbox"/>	Cllr. Mrs E Bradley
<input checked="" type="checkbox"/>	Cllr. Mrs J Stanford	<input type="checkbox"/>	
<input type="checkbox"/>	Cllr. S Tollett	<input checked="" type="checkbox"/>	Mrs J Cannings (Deputy Clerk)
<input checked="" type="checkbox"/>	Cllr. P Turner	<input type="checkbox"/>	Cllr. Mrs S Lyward (Chairman)

Cllr Turner was voted as Chairman of the meeting in Cllr Mrs Lyward's absence.

1. Questions or comments. There were no members of the public present.
2. Apologies for absence were received from Cllr Mrs Lyward.
3. Disclosures of interest. There were none.
4. The minutes of the meeting held on the 6th August 2020 were approved.
5. Update of recruitment of new Clerk. The Chairman reported that interviews had taken place and a candidate selected. Cllr Bradley advised that the candidate had been offered the job and accepted. A very good reference had been received from her current employer. The second referee was away. It was agreed to proceed on the basis of one reference and an offer letter sent. At Cllr Mrs Stanford's request, it was agreed that committee members had sight of all documentation prior to it being sent out, particularly as the Chairman of the Committee was absent. The new Clerk, Claire Dyer, was available to start 12th October.
6. To agree the Contract of Employment (based on the NALC contract). The Chairman listed various points he felt would need formalising in the contract. It was agreed that a general review of policies and allowances should take place.
7. Handover and induction of new Clerk. The Chairman stated that he had possession of the previous Clerk's laptop, printer/scanner, phone and debit card which would be handed over to the new Clerk. A meeting to introduce the new Clerk to councillors was

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discussed. The Chairman stated he would meet the Clerk first on his own.. The Deputy Clerk offered to take the Clerk around the parish to familiarise her with the wards.

8. Review of staff office allowance. Cllr Merricks reported that she had taken advice from SALC. It was agreed that all expenses would be reviewed.
9. To approve purchase of 3 copies of the new version of Local Council Administration for staff and Chairman. The Deputy Clerk advised that the discounted price through SLCC was £119.00 per copy. Agreed with a recommendation for approval to be made to full council. The Chairman said 2 filing cabinets that locked and matched those in the Court Hall would need to be purchased. To be put to full council for consideration.
10. Review of Deputy Clerk's salary. The Chairman queried the Deputy Clerk's current rate of pay. This was clarified and the current spinal point 24 noted. He proposed that staff salaries should be formally evaluated By NALC in relation to the NJC pay spine. To be investigated. A member had stated being uncomfortable discussing a staff member's salary when she was present.
11. Review of Staffing Committee Membership. It was noted that a member, not present, had offered to step down at the last meeting. It was agreed that he would be contacted and asked to confirm his decision.
12. To consider any urgent matters. There were none.
13. Date of the next meeting. To be arranged.

The meeting closed at 8pm. Signed:

Dated: