

# MILTON PARISH COUNCIL

Parish Council Office  
Coles Road  
Milton  
Cambridge  
CB24 6BL



Clerk to the Council Jim Daniels  
Tel: 01223 861447  
Fax: 0871 433 9275  
Email: clerk@miltonvillage.org.uk  
Web: www.miltonvillage.org.uk

25 July 2011

To Staffing Committee  
For information to all members of the Parish Council

**A meeting of the Staffing Committee will be held  
on Tuesday 2 August 2011 at 7.30pm in the Parish Council Office**

## AGENDA

- 1 Election of Chairman**
- 2 Apologies for absence**
- 3 To approve the minutes of the meeting held on 11 April 2011** (page 2)
- 4 Policy on accepting gifts and ‘conflict of interest’** (S3/04-11)  
Council added “Community Care” to the Policy (PC16/05-11) and advised that Committee should consider whether a similar policy needs to be applied to the other staff. [See Item 5 paragraph 8 below]
- 5 To consider adopting “Employees’ Code of Conduct”** (attached)
- 6 Pensions** – (min S/02-11) noted that Council was required to offer pension provision to all staff if there are more than five employees. “Council must offer employees earning above £7,000 the opportunity to join a pension scheme (S3/11-10).” This is likely to come in during 2012.
- 7 Procedure for recruiting the clerk’s successor** (S/04-11) (pages 3-5)
- 8 Staff updates and contracts** (attached - yellow)  
**Proposal [Public Bodies (Admission to Meetings) Act 1960] to exclude members of the public to this item because of the confidential nature of the business**
- 9 Date of next meeting**

*Jim Daniels*

Jim Daniels  
Clerk

**Minutes of the Staffing Committee Meeting of Milton Parish Council held on 11 April 2011 at 7.30pm in the Parish Council Office**

Present: RLE Waters (chair) AJ Campbell TA Drummond RT Summerfield  
IF May  
The Clerk

**1 Apologies for absence** – none.

**2 Minutes** – the minutes of the meeting held on 17 January 2011 were approved and signed as a true record.

Salaries (S4/01-11) – noted that the clerk and assistant received an automatic incremental increase while the other members of staff were on fixed Spinal Column Points. (Min F&A13/01-11 also refers).

**3 Policy on accepting gifts and ‘conflict of interest’** (CC4/03-11) – from Age UK:

“We allow staff to accept only small tokens of appreciation such as flowers or chocolates. These must be recorded in our gift book. Small monetary gifts from any one client must not exceed more than £10 in a year. Again, this would need logging in our gift book. If any conflict of interest is highlighted, this is noted on a risk register.”

**AGREED** to recommend that Council accept this as a Policy. To be kept under review.

**4 Procedure for recruiting the clerk’s successor** (S3/01-11)

- Job description and person specification to be drawn up. *Action: the clerk*  
To include qualifications desirable or willingness to be trained.
- Full or part-time clerk? Better with 2 part timers (as one could cover during the absence of the other).
- Discussion whether to advertise 20 hours per week for the clerk and 15 per week for the assistant or 25/10 hours per week. 20/15 seemed to be the preferred split.
- Council should consider using a company to prepare the payroll and accounts.
- Timescale – new clerk to start 1<sup>st</sup> April 2012. Staffing meetings in July and September. Council to discuss in October. Post to be advertised in November. Closing date 15 December. Interview to be held in January. The clerk to send letters to unsuccessful candidates – including those who do not reach the interview stage.
- Employment solicitor to be consulted at the appropriate time.

**5 Staff appraisals** (S4/01-11)

**AGREED [Public Bodies (Admission to Meetings) Act 1960] to exclude members of the public to this item by reason of the confidential nature of the business at 8.20pm.**

The meeting re-opened at 8.35pm

**6 Any other business** – none.

**7 Date of next meeting** – Wednesday 6 July 10.00am

The meeting ended at 8.40pm.