

Minutes of the Staffing Committee Meeting of Milton Parish Council held on 17 January 2011 at 09.30 in the Bowls Pavilion

Present: RLE Waters (chair) TA Drummond RT Summerfield
The Clerk

It was 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.

1 Apologies for absence – AJ Campbell.

2 Minutes – the minutes of the meeting held on 15 November 2010 were approved and signed as a true record.

Pensions – 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.

3 Procedures for recruiting the clerk’s successor (S3/11-10)

The clerk intended giving 12 months notice of retirement in May. The letter would be the ‘trigger’ for the recruitment procedure.

Both the clerk and assistant clerk would continue to keep a record of hours worked and duties performed.

The clerk would investigate hours worked by clerks of similar size councils. **Action: the clerk** Committee would consider details of advert at next meeting.

Legal advice would also be considered.

4 Staff contracts and appraisals

RTS and RLEW had conducted appraisals of the clerk and assistant clerk.

It was **AGREED not to recommend an incremental increase for any employee at present but wait to see what transpires from union / management negotiations.**

5 AOB - none

6 Date of next meeting – Monday 11 April 2011 at 7.30pm.

The meeting ended at 10.10am.

Signed.....

Date.....