

**Minutes of the Staffing Committee Meeting of Milton Parish Council held on 15 November 2010 at 09.00 in the Parish Council office**

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

**1 Election of Chairman** - RLEW was elected chairman.

He advised committee that he would not be seeking re-election to Council in May 2011.

**2 Clerk's retirement (May 2012) and procedure for recruiting a successor**

The clerk advised committee that he intended to retire in May 2012 and would put his notice in writing at the appropriate time. The Recruitment procedure (agenda 4 below) would be followed to allow as much time as possible to recruit a new clerk to work alongside the present clerk during the hand over period.

The clerk and assistant had worked an average of 38 hours per week throughout October.

Question to be determined: Should Council seek a full time clerk or two part time (clerk and assistant)?

The clerk advised that, in his opinion, a part time clerk would need to be employed for a minimum of 25 hours per week.

It was suggested that both the clerk and assistant clerk keep a record of hours worked and duties performed to allow Council the opportunity to ascertain which course of action to follow.

**3 Staff contracts and appraisals**

Contracts were reviewed. The wording for "salary" would be updated. Noted that Council must now offer a member of staff earning above £7,000 the opportunity to join a pension scheme.

The clerk would seek advice from SLCC. *Action: the clerk*

The chairmen of Council and Staffing would conduct appraisals of the clerk and assistant clerk in January.

**4 Review and confirmation of Employment Policies**

**The following Policies were agreed:**

**Dignity at Work**

**Disability Discrimination and Access**

**Lone Working**

**Recruitment procedure**

**Disciplinary**

**Grievance**

**Equal Opportunities (incorporating the new Equality Act 2010).**

The clerk would include all Council's Policies (including Standing Orders and Policies already agreed by the F&A committee) in a handbook to be given to councillors in May 2011.

**5 Staff handbook**

The clerk would include the Policies above in a staff handbook to be given to all members of staff.

**6 Date of next meeting** – Monday 17 January 2011 at 09.30am.

The meeting ended at 10.10am.

Signed.....

Date.....