



Banwell Parish Council

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT BANWELL YOUTH & COMMUNITY CENTRE, 8 P.M. ON MONDAY 2ND MARCH 2020

Present: Cllrs Paul Blatchford, Paul Harding and Dawn Parry,

In attendance: Liz Shayler (Clerk) and Cllr Steve Davies

01/20 To receive and accept apologies for absence (agenda item 1)

No apologies were received.

02/20 To elect a Chair for 2019/20 (agenda item 2)

Resolved – That Cllr Harding be elected as Chair for the rest of the 2019/20 Parish Council year.

The resolution was correctly proposed and seconded (unanimous).

03/20 To elect a Vice-Chair for 2019/20 (agenda item 3)

Resolved – That given there are only two months of the Parish Council year left that a Vice-Chair is not elected.

The resolution was correctly proposed and seconded (unanimous)

04/20 To receive members' declarations of interest on any agenda item (agenda item 4)

No member's declarations of interest were received.

05/20 To approve as a correct record the Employment Committee meeting minutes from the 28th March 2019 (agenda item 5)

Resolved – That the minutes of the Employment Committee meeting be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (Unanimous).

The minutes of the meeting were signed by the Chairman as a correct record.

06/20 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item 7 & 8 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 2060 (agenda item 6)

Resolved – That the press and public be excluded from the meeting.

The resolution was correctly proposed and seconded (Unanimous)

07/20 To undertake the Clerk's six-monthly appraisal (agenda item 7)

The Chairman undertook the appraisal which resulted in a satisfactory outcome, identifying key work targets see below.

Resolved - That due to the increased workload that it was recommended to Council that an administration assistant be employed for 20 hours a month using Pay scale LC1 depending on their experience.

The resolution was correctly proposed and seconded (Unanimous)

08/20 To undertake the annual review of the Clerks Salary including a spinal point increase and a possible 2% suggested increase from the National Joint Council (agenda item 8)

Resolved - That due to the satisfactory outcome of the Clerks review a spinal point pay increase from 27 to 28 (old scale 33 to 34) is to be awarded along with any suggested increase from the National Joint Council.

The resolution was correctly proposed and seconded (Unanimous)

09/20 To agree the date of the next meeting (agenda item 9)

8pm September 7th 2020 at Banwell Youth & Community Centre.

The Chairman closed the meeting at 20:30

.....Chairman

.....Date

BANWELL PARISH COUNCIL

ACTION PLAN FOR March 2020 to September 2020

NAME: Liz Shayler

JOB TITLE: Clerk and responsible financial officer to Banwell Parish Council

DATE OF INTERVIEW: 25th March 2020

NAME OF EMPLOYMENT COMMITTEE CHAIRMAN: Cllr Paul Harding

1. KEY WORK TARGETS FOR NEXT YEAR

To Continue to run the Youth & Community centre ensuring all compliance etc.
To ensure the Cemetery Committee receives the Memorial Safety checks training.

2. NEW RESPONSIBILITIES (if any)

With the possible hire of an Admin Assistant the Clerk to put together a vacancy pack for presentation to the next full council meeting.

3. ADDITIONAL ACTION POINTS (if any)

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

HR

OBJECTIVE(S)

To ensure the smooth hiring of a new administration assistant

6. ADDITIONAL COMMENTS

REVIEW DATE: September 2020

CHAIRMAN'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

Issue a copy to the employee and set the next review date, depending on the information above.