

WOODBURY PARISH COUNCIL
STAFFING, STRATEGY & POLICY COMMITTEE
JUNE 2016

Dear Councillor

22 June 2016

You are hereby required to attend a Committee meeting of the above named Council to be held in the Church Rooms, Woodbury on **Monday 27th June 2016** at 8.15pm or immediately following the PC Dedicated Planning Meeting. The business to be transacted at the Meeting is set out below. Members of the Public and Press are welcome to attend this meeting.

Signed

Mrs Mandy Westlake
Clerk to the Council

A G E N D A

1. **MINUTES:** To receive and confirm as a correct record, the Minutes of the proceedings of the Staffing, Strategy and Policies meeting held on 16 November 2015.
2. **APOLOGIES:** To receive any apologies for absence.
3. **DECLARATIONS OF INTEREST:** *To receive any declarations of interest in any part of these proceedings. In accordance with the Code of Conduct, members and co-opted members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests. Members and co-opted members are also reminded that any change to their Declarations of Interests lodged with the District Council must be notified to the Monitoring Officer at East Devon District Council within 28 days of the change.*
4. **MATTERS FOR DISCUSSION RELATING TO POLICY:** To discuss the following matters and make decisions where required:
 - a. **Standing Orders:** The current PC Standing Orders are due for review as highlighted by the Internal Auditor. It is suggested that these be deferred until the Committee meets later this year to ensure they are considered in detail.
 - b. **Community Grant Scheme:** To discuss whether this should be linked with the Coombe Solar Farm fund allocation and the month to consider applications brought forward from November.
 - c. **Financial Regulations:** To consider whether the limit under 11.1(h) Contracts requires review. The current requirement states that the Clerk/RFO shall obtain 3 quotations where the value is below £1,000 and above £200 (**App A**).
 - d. **Other business:** Members to advise the Clerk of any other matters they might wish to see discussed at a subsequent meeting (this will involve only an exchange of ideas and views – no discussions will take place or decisions made).
5. **REVIEW OF RISK ASSESSMENT:** To agree the Parish Council's current Risk Strategy assessment and to consider the 3 Play Area inspections carried out in March 2016 and items to address (if any) – **App B**.

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- 6. COOMBE SOLAR FARM (Exton Ward):** To discuss the formation of a Fund Management Sub-Committee for the distribution of ongoing funding provided from Canadian Solar (within the terms of their agreement). NB: Cllr Murrin was invited to the meeting to advise and contribute to this item.

**** IN COMMITTEE:** Because of the special and confidential nature of the business to be transacted any members of the Public and Press will be asked to withdraw from the Meeting.

- 7. MATTERS FOR DISCUSSION RELATING TO STAFFING:** To discuss the following matters and make decisions regarding the budget/precept where required:

- a. NJC National Salary Award 2016:** New pay scales have been agreed and are to be implemented immediately and backdated to 1 April 2016. The revised hourly rates are £9.65 for the Clerk and £8.06 for the Assistant to the Clerk.
- b. Clerk's Salary Scale:** To consider whether a review is required based on the NJC recommended scale LC2, substantive benchmark 30–34 to ensure that the Clerk is remunerated correctly in accordance with her duties (**App C**).
- c. Assistant to the Clerk's Salary:** To agree the correct level of remuneration for the Assistant to the Clerk following completion of one year's Service in January 2017 and whether an incremental increase would be appropriate.
- d. Sick Pay:** To reinstate the standard NALC Sickness Absence policy within the Employment contract as detailed.

Provided that you comply with the Council's sickness absence policy, you will receive sick pay when you are absent from work because of sickness, as follows:

during 1st year of service	• one month's full pay and (after completing 4 months' service) 2 months' half pay
during 2nd year of service	• 2 months' full pay and 2 months' half pay
during 3rd year of service	• 4 months' full pay and 4 months' half pay
during 4th & 5th - year of service	• 5 months' full pay and 5 months' half pay
after 5 years' service	• 6 months' full pay and 6 months' half pay

- e. Performance Appraisal:** To receive guidance notes and suggested Appraisal forms for both Employer and Employees and to implement if acceptable. To agree an appropriate timescale and format for reviews to be carried out i.e. after probation period - 6 monthly - Annually.
- f. CiLCA:** To agree that the Clerk may undertake her CiLCA qualification within this financial year at a cost of £250.00.

- 8. DATE OF NEXT COMMITTEE MEETING:** The date of the next meeting was currently arranged for 21 November 2016.