

Minutes of the Employment Committee Meeting held on the 6th December 2012
At Runcton Place. Brookside.

PRESENT: Cllrs. Denia Turnbull (Chairman), Tim Russell, and Frances Neave.

In attendance: Mrs Louise Chater (Parish Clerk)

In view of the content of the meeting it was agreed that the Clerk should withdraw. Councillor Russell undertook to record the minutes of the meeting.

01.12 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

There were no members of the public present.

02.12 ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF OFFICE

It was agreed that Councillor Denia Turnbull should continue in post.

03.12 TERMS OF REFERENCE FOR THE COMMITTEE

The committee was constituted according to its Terms of Reference as published on the Council's web site.

04.12 APOLOGIES AND REASONS FOR ABSENCE

Cllr Julia Holt – work commitments.

05.12 DECLARATION OF INTERESTS AND REASONS FOR ABSENCE

None required.

On a proposal by Cllr. Russell, due to the confidential nature of the business to be transacted in relation to the clerk's appraisal and conditions of service, it was agreed that the press and public should be excluded from the remainder of the meeting.

06.12 CLERKS ANNUAL APPRAISAL

1. Review of Clerk's Comments

The meeting reviewed the Clerk's comments and provided confidential advice to the Chairman on the feedback to be incorporated in the appraisal interview.

2. Targets to be set for 2013

The meeting reviewed the Clerk's proposed objectives for 2013 and confirmed that, with some minor changes to the wording, they should be adopted as the agreed objectives for 2013.

07.12 CLERK’S HOURS

The meeting agreed that the Clerk’s hours should continue to be contracted to work 14 hours per week, accepting that seasonal variations would occur in the exact number of hours worked in any month.

08.12 CLERK’S SALARY

The meeting agreed that the Clerk’s salary should be increased from Scale Point 23 to Scale Point 24.

09.12 RECOMMENDATION TO THE FULL COUNCIL

The meeting agreed to recommend that the Parish Council should continue to contract with the Clerk to work 14 hours per week, at a salary increased from Scale Point 23 to Scale Point 24.

Note:

Scale Point 23 = £10.498 (full time equivalent £20,198)
Scale Point 24 = £10.841 (full time equivalent £20,858)

The meeting closed at 10.50 am

Signed: _____ Chairman North Mundham Parish Council

Dated: _____