

FILEY TOWN COUNCIL

STAFFING COMMITTEE MEETING
HELD ON TUESDAY 16 DECEMBER 2014 AT 10.05AM

Present: Cllr Susan Bosomworth (Chairman), Cllr J Meek, (Vice Chairman),
Cllr R Walker, Cllr J Shackleton
Mrs G Robinson, Town Clerk

The current Chairman welcomed members to the meeting.

NOTICE OF MEETING

RESOLVED: That Public Notice of the meeting had been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972. 867/014

APOLOGIES

It was noted that neither Cllr Glanvill nor Cllr J Thurston had sent their apologies to the meeting. It was:
RESOLVED: That the above information be noted. 868/014

DECLARATIONS OF INTEREST

The Chairman reminded members of the need to consider whether they needed to declare a disclosable pecuniary interest (DPI) or personal interest as detailed in Appendix A and Appendix B of the Town Council's Code of Conduct and reminded Members that they could make a declaration of interest at any point in the meeting. It was

RESOLVED: That it be noted no declarations of interest were received. 869/014

STAFF HANDBOOK

Members had previously been circulated with a draft Staff Handbook which included all employment policies which had been agreed by the Town Council earlier in the year. The Chairman thanked the Clerk for compiling this document which would be made available to all staff. Members suggested that copies be kept in the office for other members of the Town Council to peruse. After consideration it was
RESOLVED : That the draft Staff Handbook be accepted. 870/014

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, members of the press and public are excluded for the following item(s) of business in view of the confidential nature of engagement and terms of service of employees. 871/014

NATIONAL SALARY AWARD 2014 - 2016

Members were circulated with a copy of the National Salary Award 2014 – 2016 as agreed by the National Joint Council for Local Government Services and issued by the National Association for Local Councils and the Society of Local Council Clerks via the Yorkshire Local Councils Association for consideration and acceptance. The Clerk informed members that a pay award of 2.20% had been agreed from 1 January 2015 until 31 March 2016 and non-consolidated (one-off) payments had been awarded for employees on SCP's 5-49 which were payable in December 2014 and for employees on SCP's 26-49 payable in April 2015. The documents gave details of the new pay scales which were applicable from 1 January 2015 and members duly checked all spinal column points for individual employees together with the non-consolidated (one off) payments (paid pro rata for part time employees) with effect from 1 December 2014. The Clerk stated that as she was the only employee who qualified for the non-consolidated (one off) payment payable from 1 April 2015 she would share this small amount with her colleagues as she felt it was unfair that all employees were not entitled to benefit from this payment. The Clerk confirmed that there were sufficient funds in the current Staffing Budget as the pay award had been included in the budget for 2014/2015. After discussion it was
RESOLVED: That the National Salary Award revised pay scales for 2014-2016 including non-consolidated payments be agreed and implemented on the dates as outlined in the pay award for all employees. 872/014

Continued overleaf

STAFFING BUDGET 2015/2016

The staffing budget estimate was circulated to members at the meeting and included employer pension costs, employer national insurance contributions, pension deficit and the previously agreed 2014-2016 NJC Payscales. The Clerk stated that as the recent pay award covered the next financial year there was no need to include any pay award contingency. Members noted that they had previously checked and agreed all salary scales and spinal column points at the meeting. The Clerk requested that Members consider a staff training budget of £500 also be included in the 2015/2016 budget. It was **RESOLVED : That the Staffing Budget proposal of £76,411.75 for 2015/2016 be accepted as outlined above and a recommendation be made to the Finance & General Purposes Committee for inclusion in the 2015/2016 budget.** **873/014**

RESOLVED: That the Staff Training Budget of £500 be accepted and a recommendation be made to the Finance & General Purposes Committee for inclusion in the 2015/2016 budget. **874/014**

STAFF UPDATE

The Clerk informed members that staff appraisals would be carried out in the New Year and that the office would be closed for the Christmas period between 24 December 2014 – 5 January 2015. The December payroll would be paid on 19 December 2014. The Clerk stated that the new criteria for the new Quality Scheme would be available early in the New Year and a further staffing committee meeting would be called once this was made available. It was **RESOLVED: That this information be noted.** **875/014**

The meeting closed at 10.45am

Cllr Susan Bosomworth
Chairman
Staffing Committee