

IVER PARISH COUNCIL

Human Resources (Sub Committee of Policy, Finance & General Purposes Committee)

MINUTES of the meeting of the Sub Committee held on **Thursday 22nd July 2010**

at 4 pm at the Parish Council Offices 63 Chequers Orchard, Iver Bucks SL0 9NJ

Present: Mr Wilson (chairman), Mrs Watkins, Mrs Mowat, Mr Oxley

In Attendance: Mrs G Collins (clerk)

PART I

1. **Resolved to elect Mr Wilson** (proposed by Mrs Watkins and seconded by Mrs Mowat) as **chairman and Mrs Watkins** (proposed by Mrs Mowat and seconded by Mr Wilson) as **vice chairman for the ensuing Council year.**
2. **Apologies for absence** – were received from Mr Gidar.
3. **Disclosure of interest in items on the agenda.** There were none. (The clerk's interest in item 10 is recorded).
4. **Resolved to sign the Minutes of last meeting** – held 8th October 2009 as a correct record.
5. **Staff Salary Increments** Received and noted the Local Government Employer's report on the government pay freeze and how it affects local government staff with incremental salary scales (appended). Resolved that members of staff still due increments this year will get them subject to satisfactory appraisal as previously agreed and notified to them.
6. **Pension Bands** for staff in the pension scheme – resolved to confirm contribution bandings for employees for the year 2010/2011. Clerk 6.8% and Chris Sprules 5.9%.
7. **Resolved** that under the Public Bodies (Admission to Meetings) Act 1960 the Public be excluded from the meeting for the following item(s) of business on the grounds that they may involve the disclosure of items that are not in the public interest and may involve disclosure of confidential information about particular members of staff.

Part II Exclusion of Press & Public

8. **Budget 2010/2011** – reviewed and monitored the staffing budget to 30th June (appended) and noted that the budget was only £2,000 overspent even with the locum clerk in post for 4 months part time. However, with the appointment of Sally Vigurs (the youth worker) from October it was noted that this may change as the savings had been from the youth work budget heading. Resolved to approve the budget and actual spend so far this year.
9. **Youth Worker appointment** – reviewed contract and job description (appended as confidential document) and discussed the service level agreement to be agreed with IET (draft appended as a confidential document). It was resolved that Sally's continuous service should begin from when she started work with IET and that her pay and hours should be from the Joint Negotiating Committee pink book but her holiday (21 days plus bank holidays and statutory days) and other terms and conditions should come from the National Joint Committee Green Book to be in line with other staff working for the Parish Council. It was resolved that the service level agreement should include providing the clerk with access to youth work information from the Diocese. Both documents to be discussed by the Clerk with Rev George Howard following a review of the SLA by the Trustees of IET. Mrs Watkins requested being present.
10. **Other Staffing Issues** – councillors received a request from the Clerk for early retirement and noted the confidential report appended to the agenda.

The chairman proposed that the clerk should take early retirement from 31st October 2010, with a reduced pension as set out by the Local Government Pension Scheme. This was unanimously approved. It was noted that there is no cost to the Council in doing this and there is a clear business case for a reduction in expenditure by starting a new clerk at the bottom of the pay scale at SCP 43 and no essential car user allowance.

It was resolved to consider whether to keep the arrangement with Dorney Parish Council at the full Council meeting on 6th September. Resolved that this does not affect the salary range for a new clerk as the position was benchmarked on Iver statistics alone.

It was resolved to offer the position of clerk initially to staff already on the payroll with an interview date of Monday 23rd August at 10 am. All councillors present at this meeting to be on the interview panel if they are available along with the clerk if she is available (noting that this is an approved week of leave for her). Applicants should be sent the pack of information presented to the meeting (appended) and complete the application form. The clerk to prepare a question about the proposed new sports pavilion for the interviewee(s) to prepare a written report on and a presentation of 5 – 10 mins. All internal applicants would be interviewed.

If no applicant is appointed from this interview process then external candidates will be sought by recruitment advertising through the SLCC and BALC. If an applicant is appointed it was resolved unanimously to have a month overlap with the retiring clerk if possible.

Meeting Ended at 5.15 pm

Signed chairman

Date