

Allhallows Parish Council

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MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 3rd APRIL 2013 AT ALLHALOWS VILLAGE HALL, STOKE ROAD AT 6:30pm

Present:

Cllr Alan Marsh Chairman

Cllr John Lambourne

Cllr Mrs Wendy Myers

Cllr Mark Skudder

Margot Sturt Parish Clerk

1. Apologies for absence.

No apologies were received and no reason given for Cllr Mrs Pauline Martin's absence.

2. To Receive Declarations Pecuniary Interest (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda.

No declarations were made.

3. To consider any dispensation requests for members with DPI's in relation to the Personnel Committee agenda.

No requests were made.

4. To approve the minutes of the Personnel Committee meeting held 30 May 2012.

It was proposed by Cllr Mark Skudder and seconded by Cllr Mrs Wendy Myers and agreed the minutes of the meeting held on 30 May 2012 were a true record. It was noted that minutes had already been signed on 9th July 2012 by Cllr Alan Marsh (Chair).

5. Matters arising from the above minutes not on the agenda.

There were no matters arising.

6. Any other business.

No other business was raised.

7. Date and venue for next meeting.

Date and venue for next meeting to be decided at a future date.

8. Motion to exclude the press and public on the grounds that the following agenda items concern named members of staff employed by the Parish Council.

A motion to temporarily exclude the press and public due to the confidential and staff related nature of the business to be transacted at Agenda items 9 to 13, was proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and agreed.

The meeting was closed to the press and public at 6:50pm.

CONFIDENTIAL SECTION

9. Staff end of year appraisals

a) Councillors were asked by the Clerk to contribute to the end of year performance appraisal process for the parish Caretakers and Cross Park cleaner. Any relevant performance related comments were to be submitted to the Clerk by the 20th April 2013. The Clerk was planning to carry out the end of year performance interviews by the first week in May 2013.

b) It was agreed that the Clerk had successfully completed the 13 week probationary period since her appointment on 1st November 2013. The Committee members have been very impressed with her work to date. It was agreed to raise the Clerk's salary to the next incremental pay point of £13.66 per hour. (£26,276 per annum pro rata, LC2 spine point 31.)
Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.

c) (i) Councillors agreed that subject to satisfactory end of year appraisal, Caretaker A would progress to the SCP increment pay point 11, £7.657 per hour. (£14,733 per annum pro rata).
Proposed by Cllr Alan Marsh, seconded by Cllr Mark Skudder and unanimously agreed.

(ii) Councillors agreed that subject to satisfactory end of year appraisal, Caretaker B would progress to the next SCP increment pay point 9, £7.063 per hour. (£13,589 per annum pro rata).
Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.

(iii) The Clerk was asked to follow up on the details of the contract of employment for cleaning at the Cross Park Pavilion. As the cleaner is paid at the National Minimum Wage (NMW) rate there was no salary increase to discuss at this stage.

10. Payroll outsourcing issues

a) It was agreed to recharge the payroll costs for the Village Hall and Brimp cleaners. The payroll cost for the Village Hall/Cross Park cleaner would be split equally between The Village Hall Committee and the Parish Council as her pay statement covers both jobs. The total outsourced payroll cost is £5.00 per employee per month.

Proposed by Cllr Alan Marsh, seconded by Cllr Mark Skudder and unanimously agreed.

b) It was agreed that future payment dates for staff salary standing orders/cheques and overtime payments as a result of outsourcing and HMRC real time arrangements needed to be brought forward. The current pay date of 25th of each month would need to be brought forward to the 13th of the month to coincide with the HMRC employer payment date. Due to the payroll outsourcing, payments for any additional hours worked would normally be calculated through the payroll and paid by cheque by the 13th of the month following the month in which the additional hours were worked.

Proposed by Cllr Mark Skudder, seconded by Cllr Mrs Wendy Myers and unanimously agreed.

c) It was agreed that the Clerk should prepare the relevant paperwork to support the agreed changes in relation to bank standing order for staff salaries.

Proposed by Cllr Mark Skudder, seconded by Cllr Mrs Wendy Myers and unanimously agreed.

11. Staff contracts of employment

a) The Clerk's contract of employment was discussed and agreed that the hours of work paragraph 10.1, should read "... Hours are typically between 10 and 15 hours per week depending on circumstances and will include evening meetings..."

Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.

b) The Clerk was asked to take forward the variation of staff contracts to support the agreed changes outlined above, from the payroll outsourcing and HMRC real time reporting.

c) As the existing caretaker contracts of employment did not specify the total number of hours to be worked each week or the days to be worked it was agreed that these should be updated to show the total number of hours to be worked each week and "... five days out of seven each week..."

Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.

12. It was agreed to pay the Clerk for 28 hours outstanding holiday entitlement from November 2012 to March 2013. This would amount to £ 370.72.

Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.

13. It was agreed to authorise payment for the additional time claimed by the Caretaker on this occasion but the Clerk was asked to ensure that staff understood that any additional hours needed to be agreed in advance. The Clerk to include this addition in the revised contracts of employment (as outlined at Para 11(b) above).

Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.

The meeting was re-opened to the public and press at 7:58pm

The meeting was closed at 7:59pm.

Signed as a true record

Name..... (Chairman)

Date.....