

MUNDESLEY-ON-SEA PARISH COUNCIL

12th September 2017

Minutes of the **Employment Committee** of Mundesley Parish Council held at the MPC Office, on **Monday 11th September 2017**, at 2:30pm.

Present: Cllrs D Harding (Committee Chairman),
Committee Members: K.Cheetham, P.Gray

Clerk: Ms D Joy

MINUTES

01 Exclusion of the Press and Public

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded during the discussion of CONFIDENTIAL employment matters.

02 Apologies for Absence

Cllr Stango – hospital

03 Performance Review

3.1 To update and review the Clerks performance.

Cllr Harding went through the 6 monthly appraisal with members.

3.2 To consider and agree the Clerks Performance review.

Cllr Cheetham proposed to move the motion, Cllr Gray seconded the proposal. Members **AGREED** the Clerks 6 monthly appraisal.

04 Clerks Pay

4.1 To review the salary costs over the last financial year.

Cllr Harding reviewed the salary costs from 2016/2017 and year to date 2017/2018.

Cllr Harding noted that during 2016/2017 there were no pension costs, and had there been this figure would have been considerably higher.

4.2 To review pay scales for the Clerk going to salaried.

Cllr Harding explained the NJC pay scales and how they are calculated.

4.3 To consider and agree Council adopting the NJC pay scale and procedures for the Clerks moving to salaried.

Cllr Harding proposed to move the motion, Cllr Cheetham seconded the proposal. Members **AGREED** to move the clerk to the appropriate NJC scale (pro rata) from October 1st 2017.

05 Clerks Contract

5.1 To consider and agree changes to the Employment Contract for the Clerk.

Cllr Harding proposed to move the motion, Cllr Cheetham seconded the proposal.

Members **AGREED** the amendments to the Clerks contract in view of moving to salaried and taking on the RFO role.

5.2 To consider and agree changes to item 18.2 on the employment contract.

Cllr Harding noted that as he was the Chair of Council and the Employment committee that 18.2 of the Clerks contract is not workable in regards to “the Redress of a Grievance”.

Cllr Cheetham proposed to move the motion, Cllr Gray seconded the proposal. Members **AGREED** for the Clerk to report to the Vice- Chair of Employment if there is a grievance against the Chair.

Meeting Closed: 15.18pm

COMMITTEE CHAIRMAN.....

DATE:.....