

**MINUTES of the STAFFING COMMITTEE MEETING of
BURLEY PARISH COUNCIL held at 7:30pm on Monday 24th
February 2020 at Queen's Hall, Burley in Wharfedale**



Present: Councillor Mike Wild
Councillor Jan Lepley
Councillor Chris Turner
Councillor Vicky Evans

Also present: Councillor Gary Scott

Clerk: Clare Smith

S038/1920 Item 1 – Apologies for Absence
All Committee members were present.

S039/1920 Item 2 – Declarations of Interest
None declared.

S040/1920 Item 3 – To consider written requests for a dispensation on any matters to be discussed
None received by the Clerk.

S041/1920 Item 4 – Public Participation
No members of the public were present.

S042/1920 Item 5 – Minutes of the Last Meeting
The minutes of the meeting 16th January 2020 were approved and signed by the Chairman as a correct record of the meeting.

S043/1920 Item 6 – To exclude the press and the public
No members of the public or the press were present.

S044/1920 Item 7 – Staffing Reviews and Support Measures
The Clerk reported that a follow up review meeting had been held with the Admin Co-ordinator on Thursday 20th February with Councillor Evans present. The meeting was very positive with all targets being met. It was agreed that review meetings will be held every 3 months and new targets have been set which include the evaluation of the Admin Co-ordinator's job description.

S045/1920 Item 8 – Senior Library Assistant Request
The Senior Library Assistant has submitted a request to increase the hours of the post from 12 hours per week to 15 hours per week and for the pay scale of the post to be reviewed.

It was **RESOLVED** that the Committee did not feel that it was appropriate, at present, to offer extra hours. However, the Committee does recognise that the demands on this role can vary from week to week and approved that pre-agreed overtime could be made available in exceptional circumstances (e.g. for forthcoming library events it may be necessary for extra hours to be worked during that event).

It was **FURTHER RESOLVED** that a review of the pay scale could not be carried out without further information. The Committee will therefore carry out a comparison of other Senior Library Assistant job descriptions in the District to inform a review of the pay scale of the role.

Signed (Chairman): _____ Date: _____

S046/1920 Item 9 – Annual Salary Increment Approval

The Clerk reported that all staff contracts state that “subject to satisfactory performance, you will progress automatically through the range of your salary scale by annual increments until you reach the maximum salary in the range. Increments are payable on 1st April each year. The Council may withhold an increment if it is considered that performance fell below the level expected following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so”.

It was therefore **RESOLVED** that the Clerk be awarded an annual increment in her pay scale to Scale 34.

It was also **RESOLVED** that the Admin Co-ordinator be awarded three increments (because an oversight had meant that she had not received an annual increment in the three years of her employment). The Admin Co-ordinators pay scale will rise to Scale 12.

It was noted that all other staff had reached the maximum of their salary scale and were therefore not eligible.

S047/1920 Item 10 – Date of Next Staffing Committee Meeting

To be arranged.