



***Steeton-with-Eastburn Parish Council***

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**The Minutes of the Meeting of the Staffing Committee held at the Bowling Pavilion, Steeton, on Wednesday 5 November 2008**

Present: Councillor Mullen (Chairman), Councillors Dr. Harding, Hargreaves and Mrs Townend.

S08/217 Apologies

None

S08/218 Declaration of Interest

None

S08/219 Staff Appraisal:

Resolved: That in view of the confidential nature of the business to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

i) Annual Appraisal of Clerk

The Clerk's excellent performance during November 2007- November 2008 was applauded, in particular the achievement of Quality Status for the Council.

Resolved: To recommend to the council that the Clerk's salary be increased by one scale point to Scale point 22 (Nationally agreed salary scales), to reflect the achievement of Quality Status, for the financial year 2009/10.

Resolved: To recommend to the council that the Clerk is reimbursed for 50% of Broadband costs, plus one quarter's phone line costs, all postage costs, and other out-of-pocket expenses as appropriate.

It was noted that the final salary scales for 2008/9 and 2009/10 are currently subject to arbitration; that there is an interim pay increase and the Clerk has claimed back-pay in line with this for the period April-November 2008; and that her salary will be calculated at the agreed rate for the rest of the financial year.

It was noted that the Clerk does not want to increase her hours above the current level of 15 hours per week, and that in view of the high level of activity of the Parish Council, including the implementation of the Parish Plan, Councillors need to consider undertaking greater responsibility themselves, and that some areas of specific responsibility for individual Councillors may need to be formalized.

Resolved: To recommend to councillors that they accept, in principle, a higher workload in view of the likely activity rate of the council in the coming year.