

BLOXHAM PARISH COUNCIL – STAFFING COMMITTEE

MINUTES OF THE STAFFING COMMITTEE MEETING HELD AT BLOXHAM MILL, BLOXHAM ON WEDNESDAY 28 MARCH 2018 AT 1.30PM

PRESENT: Chairman Councillor Sue Slater; Councillors Mike Hawtin and Jenny Yates.

ALSO IN ATTENDANCE: Theresa Goss (Clerk & Responsible Financial Officer).

APOLOGIES: None

21/17 DECLARATIONS OF INTEREST – There were no declarations of interest.

Members were reminded that advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice could not be given to Councillors at Parish Council meetings.

Resolved that the report be noted.

22/17 MINUTES - The minutes of the meetings held on 26 October 2017 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes be approved.

23/17 MATTERS ARISING – There were no matters arising.

24/17 EXCLUSION OF THE PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 25/17, 26/17 & 27/17 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

25/17 STAFFING – The Committee discussed the role of the Clerk and Responsible Financial Officer and also that of the Administration Assistant.

The Committee also discussed the option of the Administration Assistant being paid the 9 hours annual leave to which she was entitled, rather than the hours being taken as holiday. The Administration Assistant had confirmed she would be happy with this arrangement.

The Clerk and Responsible Financial Officer also had 20 hours (1 week) of annual leave to carry over from 2017/2018 into 2018/2019.

Recommended that:

- 1) further advice on the roles be obtained and discussion on this matter be undertaken at the next meeting of the Parish Council; **Action TG**
- 2) the Administration Assistant be paid 9 hours annual for 2017/2018 instead of taking the hours as holiday; and
- 3) the Clerk and Responsible Financial Officer to carry over 20 hours (1 week) from 2017/2018 to 2018/2019. **Action TG**

26/17 GENERAL DATA PROTECTION REGULATIONS (GDPR) – The Clerk discussed with the Committee, the Parish Council's obligations in relation to GDPR. Now the Clerk had a greater understanding of the requirements, she felt comfortable to be able to apply these and would seek advice where it was required.

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There was also a discussion about Councillors changing their email addresses and rather than doing this from 1 April 2018 followed by another possible change when the new web site was launched, it was felt this should wait until the new web site was completed.

Recommended that:

- 1) the report be noted; and
- 2) Councillors email addresses do not change to a separate email account until the new web site has been launched.

27/17 CLERK'S APPRAISAL – Prior to the meeting, the Clerk and Responsible Financial Officer had undertaken her annual appraisal with the Chairman of the Parish Council, Councillor Jenny Yates and the objectives were fed back to the Committee.

Recommended that the Clerk and Responsible Financial Officer be awarded an increment of one spinal point onto point 30, from 1 April 2018.

(The meeting ended at 3.30pm)

Chairman

DRAFT