

## ILLOGAN PARISH COUNCIL

Minutes of the Staffing Committee Meeting held at the Council Office, Unit 2, Wheel Agar, Tolvaddon Energy Park, Tolvaddon on Wednesday 10<sup>th</sup> April 2019 at 7.00 pm.

PRESENT: Councillors Mrs Ferrett (Vice Chairman), Ekinsmyth, Holmes (not a member of this Committee), Miss Pollock and Szoka

IN ATTENDANCE: Ms S Willsher (Clerk)

### **SC19/04/1 CHAIRMAN'S WELCOME AND APOLOGIES**

Apologies were received from Cllr Williams

There were no members absent.

### **SC19/04/2 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY**

The Clerk declared an interest in her terms and conditions.

### **SC19/04/3 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS**

There were no requests for dispensations.

### **SC19/04/4 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 23<sup>RD</sup> JANUARY 2019 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Szoka, seconded by Cllr Ekinsmyth and

**SC19/04/4.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee meeting held on the 23<sup>rd</sup> January 2019 and the Chairman to sign them.**

On a vote being taken the matter was approved unanimously.

### **SC19/04/5 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**SC19/04/6 TO NOTE THE SOUTH WEST COUNCILS SPRING NEWSLETTER AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Mrs Ferrett, seconded by Cllr Ekinsmyth and

**SC19/04/6.2 RESOLVED: that the South West Councils Spring Newsletter is Noted and that the newsletter would be circulated to members by email if possible and by post if email was not possible.**

On a vote being taken the matter was approved unanimously.

**SC19/04/7 THAT THE COUNCIL RESOLVES UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT THE PRESS AND PUBLIC ARE EXCLUDED DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED**

It was proposed by Cllr Ekinsmyth, seconded by Cllr Mrs Ferrett and

**SC19/04/7.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act the press and public are excluded due to the confidential nature of the business to be discussed**

On a vote being taken the matter was approved unanimously.

**SC19/04/8 TO RECEIVE A LETTER DRAFTED BY SOUTH WEST COUNCILS REGARDING CHANGES TO PAY SCALES, CONSIDER WHETHER TO SEND THE LETTER TO ALL EMPLOYEES AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Mrs Ferrett, seconded by Cllr Ekinsmyth and

**SC19/04/8.2 RESOLVED: that the letter drafted by South West Council regarding changes to pay scales is received, that the Council would include spinal column points 10, 13, 16, 18 and 21 and that the letter would be sent to the Clerk and Administration Assistant signed by the Vice Chairman of the Staffing Committee.**

On a vote being taken the matter was approved unanimously.

**SC19/04/9 TO RECEIVE A REPORT ON THE CLERK'S ANNUAL APPRAISAL, REVIEW THE CLERK'S TERMS AND CONDITIONS AND APPROVE ANY AMENDMENTS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Miss Pollock, seconded by Cllr Ekinsmyth and

**SC19/04/9.2 RESOLVED: that the Clerk's Annual Appraisal form would be amended so that there were separate boxes for 'Leadership' and 'Integrity'.**

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Ekinsmyth, seconded by Cllr Szoka and

**SC19/04/9.3 RESOLVED: that the Clerk's Annual Appraisal dated 05.04.19 is received; that the Clerk's terms and conditions have been reviewed; and that members were happy with what the Clerk was doing.**

On a vote being taken the matter was approved unanimously.

**SC19/04/10 TO RECEIVE A REPORT ON THE ADMINISTRATION ASSISTANT'S ANNUAL APPRAISAL, REVIEW THE ADMINISTRATION ASSISTANT'S TERMS AND CONDITIONS AND APPROVE ANY AMENDMENTS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Mrs Ferrett, seconded by Cllr Miss Pollock and

**SC19/04/10.2 RESOLVED: that Administration Assistants Annual Appraisal dated 02.04.19 is received; that the Administration Assistants terms and conditions have been reviewed; and that members noted that it was a very good appraisal, that they were pleased with the Administration Assistants work and the cheerful way she conducts herself and that she is always totally flexible and willing to help.**

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.12pm.

Signed: .....

Date: .....