

ST GERMANS PARISH COUNCIL

Chairperson: Patricia Pipe Email patricia.pipe@stgermansparishcouncil.gov.uk
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Notes of an inquorate Employment Committee meeting held on Tuesday 17 March 2020 in the Eliot hall

St Germans Ward: Cllr N Witton
Bethany Ward: Cllr P Pipe

Members present recognised that given the absence of Cllrs Skelton, Cllr Mackeen and Cllr Gomersall, the numbers in attendance did not constitute a quorum. However, given that the 2018-2019 agreed Terms of Reference confirm that an annual appraisal on the clerk be carried out no later than March each year, it was agreed to go ahead. The approval of the previous minutes will be deferred to the next Employment committee meeting.

The press and public were excluded from the rest of this meeting for sensitive reasons

6. To sign the updated Contract of Employment

Cllr Pipe signed the updated contract of employment which included points agreed at the last employment review on 14 March 2019.

We also discussed the current sickness policy in line with the model contract. This will be discussed and reviewed at the next employment committee meeting.

7. To meet and carry out the annual appraisal on the Parish Clerk/RFO

This was carried out by Cllr Witton and Cllr Pipe. The points were assessed and discussed on the appraisal form and the Clerk spoke about her current CiLCA training.

8. Annual pay review and annual appraisal

Following an acceptable annual appraisal, it was recommended by Cllr Pipe and seconded by Cllr Witton to move the Clerk up to SCP 22 effective 01.04.2020.

9. Annual pension review

The clerk confirmed there are no imminent plans to increase the pension contributions.

10. Make recommendations back to full council

A recommendation by the Employment Committee, based on this appraisal, will be made to the Council with regard to an annual increment for the next financial year.

Meeting closed at 10.45am.

Signed as a true record of the meeting.....
Chairperson

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Date