

DONNINGTON AND MUXTON PARISH COUNCIL

Minutes of Staff and Personnel Committee **Held at Turreff Hall on Monday 20th November 2017**

Present: Mrs L Dugmore, Mrs R Gregory, J Lavery and A Lawrence.

Also present: Ralph Morgan (Parish Council Clerk).

SP17/11/06 Apologies: Councillors N Dugmore and J Thompson

Resolved – that the apologies are accepted.

SP17/11/07 Declaration of Interests: As per Register.

SP17/11/08 Staff Issues

Councillors discussed the issues raised by staff during their appraisals.

Resolved – that:

- The Clerk investigates if this Council's insurance covers Staff absence and obtain costs for external cover as and when this arises.
- That a dedicated parking space is provided for staff when the car park extension at the front of Donnington and Muxton Community Library is undertaken.
- The Clerk includes in the budget for 2018/2019 money to have the floor in Turreff Hall re-sealed in December 2018. The Clerk is also to contact contractors to obtain prices for this and to investigate who Telford & Wrekin Council uses for re-sealing the floors in the schools.
- The Clerk is to obtain prices for replacing some of the internal doors of Turreff Hall which are damaged and investigate if there are second hand doors for sale that would be suitable.
- The Clerk is to obtain prices for refurbishing the black arm chairs used in Turreff Hall and to enquire if any Parish or Town Council will be disposing of chairs in the future. The price of second hand chairs is also to be investigated.
- The Staff and Personnel Committee will meet with staff every April to set performance targets relating to their performance management and development and if these are met will consider financial remuneration. As a result of the extra work load caused to staff with the takeover of Donnington and Muxton Community Library the staff are each to be awarded an increase in pay by one Scaling Point set by the National Joint Council for Local Government Services (NJC), the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) for Parish Council staff. These are to take effect from 1st December 2017. Councillor Mrs L Dugmore requested that, included in the minutes, is this Council's gratitude to the staff in carrying out the extra work involved with the refurbishment of the library and the daily running, maintenance and management of it and its volunteers.
- Despite concerns regarding the future of staff employment with the proposed Community Governance Review for Muxton it would be up to the remaining Council to decide what its staff requirement would be.

SP17/11/09 Staffing Donnington and Muxton Community Library

Councillors discussed if it would be worthwhile employing a part time member of staff to work in the library.

Resolved – that Councillors did not think that employing a part time member of staff to work in the library would make any difference to how the library is currently run and managed. There were concerns that it could also have a negative impact on the volunteers that help run the library. The Clerk is to advertise for more volunteers, possibly have people in on work experience and contact Clare Nelson who runs the local Job Box who could help in these matters.

The meeting closed at 2000hrs.

Signed:

Date: