

Boyton Parish Council Minutes of Employment Committee 16 Aug 2016

Attendance	Parish Councillors: John Carpmael (JC), Jess Richardson (JR), Richard Jesty (RJ) Clerk: Gerry Bathe (GB)
1. Apologies	
2. Contract of employment	It was agreed that the NALC model would be developed (RJ) to reflect Council needs. GB would convert model from .pdf to word.
3. Salary	It was agreed that salary rates would correlate to the national rates with incremental progression in line with national NJC conditions of service. The rates would be used to identify start salary and incremental adjustment (GB) to agree an incremental rise (in line with the new rates for 2016/ and 2017. The salary LCP (Spinal column point 15-27) is in line with the recommended job profile 1 (275pts)
4. Hours	It was agreed that a log would be kept to determine an approximation of hours worked.
5. Pension	The Council has been registered although no further information has been received. GB did say that she would be opting out of the pension. An alternative option could be considered through a gratuity payment
6. Appraisal	A process will be determined. Chair would undertake the role annually. GB to identify framework for possible use.
7. Working conditions	Working conditions in the hall were OK now. It was agreed that a home-working risk assessment should be undertaken (GB). However, it was noted that consideration of equipment used (computer etc.) had to be addressed.

Signed

Date