

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of a meeting of the **STAFFING SUB COMMITTEE** held on **Thursday 7th May 2015**
at 12pm at Office 1, Beethoven Centre, Third Avenue, London W10 4JL

PRESENT Cllrs Gill Fitzhugh, Julius Hogben, Angela Singhate and Emma Sweeney

Also in attendance: Mike Simpson – Director

DISCLOSURE OF INTERESTS

To deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

There were none

PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

There were none

ELECTION OF CHAIRMAN

To elect a Chairman for the Committee

SSC.208 **RESOLVED** that Cllr Emma Sweeney is elected Chairman and Gill Fitzhugh is elected Vice Chairman

PAY AND SALARY

To discuss the working hours and pay of the current Director

The current pay and salary for the Director were discussed as it was suggested there had been a national increase in salary for clerks for the forthcoming financial year. The Director said that he would into the increase and report back. The Director also has a pay review in his contract after completion of the six month probationary period. The Director was also asked to look into the Cilca qualification and to introduce a clause to his contract which would mean that if he were to leave before a certain date, he would be liable to pay back the cost of any training. On completion of the Cilca qualification, the Director would be eligible for a pay increase.

The Director's hours were also discussed and it was agreed that he should increase them to four days (30 hours a week Mon- Thursday) with a review in September.

SSC.209 **RESOLVED** that the Director will increase his hours from 22.5 per week to 30 which will be reviewed in September and that his salary will increase with any national rise.

JOB DESCRIPTION AND KEY STATUTORIE DUTIES

Confirmation of Director's job description and key statutory duties

The Director's duties were discussed and the Director advised that with an extra day he will be able to carry out all his statutory duties and have more time to spend on developing Council projects, engaging with the community and media relations.

SSC.210 **RESOLVED** that the Director's job description will be reviewed in September

PENSION AND HOLIDAY

To discuss the pension and holiday entitlement for the current Director

A pension for the Director would start at the end of the probationary period and the Director confirmed that he would like to opt in.

SSC.211 **INTERNSHIP**

To confirm the appointment of an intern from Westminster Academy to work at the Council for one day a week until early July

The Director informed the Committee that Westminster Academy had approached the Council about placing one of their pupils for work experience. Although the idea was agreed in principle, the Committee was unsure whether the Council could accept a placement without being DBS checked. Therefore, the Council would not accept the placement until this was clarified by Westminster Academy

SSC.212 **RESOLVED** that the Director takes the necessary action to ensure the Council/relevant officer is DBS checked.