

**Minutes of the Special Meeting of Acton Community Council held remotely via Zoom on Thursday
14 October 2021**

Present:

Councillor	Kevin Roberts (Chair)	Councillor	R Hardy (Vice Chair)
"	W Baldwin	"	P Lloyd
"	Mrs C Bettley	"	G Lowe
"	M Davies	"	Ms E Owens
"	MS E Doherty	"	M Pritchard
"	Ms S Edwards	"	T Stanford
"	Mrs A Evans	"	Mrs D Wallice
"	Ms S Hope	"	Ms L Williams

* Absent

Also Present:

Mrs Tracy Sutton-Postlethwaite, Unison Representative
Mrs Carole Roberts, Clerk to the Council

69. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor M Davies

RESOLVED – that the apologies be received and accepted.

70. PUBLIC QUESTIONS

It was noted that the Clerk had not received Notice of any public questions as set out in Standing Order No. 3e.

71. DECLARATION OF INTERESTS

No declarations of interest were made at this stage of the proceedings:-

72. EXCLUSION OF PRESS AND PUBLIC

RESOLVED - that the press and public be excluded from the Meeting during consideration of the next item of business as it is likely that, if they were present, there would be disclosure to them of exempt information as defined in the Public Bodies Admission to Meetings Act 1960.

73. EXTERNAL JOB EVALUATION AND REVIEW THE ADMINISTRATIVE FUNCTION OF THE COUNCIL

Further to the recommendations of the Staffing Committee meeting held on 8 September 2021 as considered by the Council at its remote meeting held on 21 September 2021 (Minute 56 iii refers) and its subsequent decision to hold a special remote meeting to discuss this Report, its findings and implementation. A lengthy debate ensued upon the findings of the report and some members put forward alternate views in respect of some of the Report's findings.

RESOLVED

- 1. that in recognition of the Clerk's 12 years of experience in the post, to increase the remuneration for the position of Clerk to the Council by 2 increments to SCP 30 and in acknowledgement of the delay in concluding this Job Evaluation process, the increase be backdated to 1 April 2021;***

The remaining recommendations contained within the report were endorsed as follows:

2. ***The Staffing Committee be tasked with formulating a revised Job Description for the post of Clerk to the Council to take account of the employment of an Administrative Assistant;***
3. ***To create the position of an Administrative Assistant;***
4. ***The Staffing Committee be tasked with formulating a Job Description for the Administrative Assistant;***
5. ***That the following clause be added to the current and any future contracts for staff:-***

One salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- ***The Certificate in Local Council Administration Certificate of Higher Education in Community Engagement and Governance - Level 1 or equivalent qualification previously awarded by the University of Gloucestershire.***
 - ***The Certificate of Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire***
 - ***The Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire***
 - ***BA (Hons) Degree in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire.***
6. ***To keep the number of hours required each week under review (using the current baseline of 32 hours per week) and make adequate budget provision within the Council's budget; it is envisaged the Administrative Assistant post will be for 8 hours per week to be reviewed every six months for two years.***

Councillor Kevin Roberts, Chair

Signed as a correct record this 19th day of October 2021

Presiding Chair