

ACTON COMMUNITY COUNCIL - REMOTE MEETING NOTES FROM 14 OCTOBER 2021

Councillors Present: B Baldwin, C Bettley, E Doherty, S Edwards, A Evans, S Hope, R Hardy, P Lloyd, G Lowe, E Owens, M Pritchard, T Stanford, K Roberts (Chair) and D Wallice.

Also Present:, Mrs Tracy Sutton-Postlethwaite, Unison Representative

AGENDA ITEMS

1. **APOLOGIES FOR ABSENCE:** Councillor M Davies
2. **PUBLIC QUESTIONS:** None
3. **DECLARATIONS OF INTEREST:** None
4. **EXCLUSION OF PRESS AND PUBLIC** - It was agreed to exclude members of the press and public during consideration of the remaining agenda item because of the exempt and confidential nature of the business to be transacted
52. **EXTERNAL JOB EVALUATION AND REVIEW THE ADMINISTRATIVE FUNCTION OF THE COUNCIL: it was agreed:-**
 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.*
5. *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.*

End of remote meeting notes.