**Cawood Parish Council, Notice of an Extraordinary Meeting**

To be held at the Old Boys’ School on Monday July 22nd 2019 at 7:30p.m. You are summoned to attend.

1. To receive apologies for absence and approve reasons for absence. The **Chairman** must be advised of any apologies (01757 268074, 07707287129)
2. To resolve to exclude members of the press and public due to the nature of the business to be transacted in the rest of the meeting by virtue of the Public Bodies (Admissions to Meetings) Act, 1960.
3. Employment Matters:

3.1. To agree a contract Statement of Particulars for the Clerk to which NJC terms and conditions apply.

3.1.1. To use the National Agreement profiles agreed in 2005 by NALC and the Society of Clerks and a job description to determine a best fit scale and spinal column points appropriate to our Parish Council Clerk’s job.

3.1.2. To equate the current salary of the Clerk with the nearest substantive SCP to ensure assimilation is not detrimental to the Clerk and to determine pay progression.

3.1.3. To agree to adopt a Sickness and Absence Policy to be determined.

3.1.4. To agree Grievance and Disciplinary procedure as determined by NALC, using Legal Topic note 22 for guidance.

3.1.5. To consider appointing a staffing committee and to agree a designated Line Manager to liaise, appraise and ensure duty of care with the Clerk whereby Committee actions and role of Line Manager to be determined following further advice.

3.1.6. To consider offering CPD as best practice for which the Clerk would be paid additionally for 10 hours. To build on “Working for Your Council”, 2009, the ILCA online course is recommended by YLCA.

3.2. Expenses:

3.2.1. To consider working at home expenses with regard to heating, lighting and internet access wholly, exclusively and necessarily incurred in the performance of duties of employment as £4 per week which would be tax free.

3.2.2. To review the annual mileage allowance currently being paid to ensure compliance with HMRC so that re-imbursement of actual mileage (business use) undertaken is paid.

3.2.3. To consider offering one additional hour a month paid employment to the Clerk to ensure the Clerk is not financially disadvantaged by the new expenses system.

3.3. To agree a NALC approved Statement of Particulars contract for the Handyman with NJC terms and conditions agreed specific to a job description determined by the original employment letter.

3.3.1. To determine the nearest SCP on NALC approved pay scales for the Handyman and to determine pay progression.

3.3.2. To consider a maximum number of hours to be worked annually, with unworked hours carried over to busier times of the year.

3.3.3. To consider the Council’s duties regarding workplace pension provision. Pension scheme information was sent to the PC in 2015. (Current figures for opting in are £6136-£10000).

3.3.4. To consider the provision of equipment not already in the ownership of the PC.

 3.3.4.1. regarding the insurers’ policy terms: whether working with none PC equipment is covered.

 3.3.4.2. regarding the hiring of equipment not in PC ownership, its maintenance, terms of agreement.

3.3.5. To discuss the provision of personal protective equipment eg goggles, gloves etc.

3.3.6. To discuss the provision of risk assessments for the work schedule of the Handyman.

3.3.7. To consider the provision of training in the use of some equipment, appropriate certification and public liability insurance up date.

3.3.8. To agree a designated Line Manager to liaise, appraise and ensure duty of care with the Handyman.

Lesley Dennon, Chairman