

PITSTONE PARISH COUNCIL STAFFING COMMITTEE

Minutes of the Parish Council Staffing Committee held on 10 January 2019
In the Millennium Room at Pitstone Memorial Hall
starting at 8.40pm and concluding at 9.15pm

In accordance with the [The Openness of Local Government Bodies Regulations 2014 \(S.I. 2014/...\)](#) and [The Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012 \(S.I. 2012/2089\)](#) the public and press were excluded from this meeting due to the confidential/sensitive nature of the business.

26SC/18 ATTENDANCE AND APOLOGIES

In attendance: Cllr Blunt (Chairman of Staffing Committee), Cllr Nicholls, Cllr Saintey, Cllr Crutchfield and Cllr Frearson plus Mrs Eagling (Clerk).

27SC/18 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

The clerk has a pecuniary interest in matters relating to her hours/remuneration. No written declarations had been submitted. No other declarations were made.

28SC/18 MINUTES

It was **RESOLVED** to accept that the draft minutes of the staffing committee meeting held on 10 October 2018 were a true and accurate record of the meeting, and the chair was duly authorised to sign on behalf of the council.

29SC/18 CLERKS REPORT

The report on matters arising was noted.

1. All the plans were in place for the volunteer event on 17/1/19.
2. Safeguarding reporting tool still under investigation.

30SC/18 ADDITIONAL STAFF

1. It was noted that the clerk was not able to undertake the additional 32.5 hours per month currently estimated to run the community car scheme and other works the council requires.
2. It was **RESOLVED** to recommend that council employ a Parish Assistant, reporting to the clerk, for a flexible 35 hours per month at NJC SCP1 £9.02 (non-clerk rate). Draft job description and advert to be circulated to full council for consideration. Person to work from home. Telephone already purchased. It was **RESOLVED** that council may need to purchase a laptop.

31SC/18 QUARTERLY REVIEW OF HOURS

It was **RESOLVED** to approve payment of 17 hrs of overtime undertaken by the clerk over the last 3 months with the prior approval of the council/committee to implement GDPR requirements, investigate/apply for grants for the pavilion project and other work. Clerk thanked the council.

32SC/18 NJC NATIONAL SALARY SCALES FOR 2019/20

1. It was **RESOLVED** to note and adopt the NJC national salary scales effective 1/4/2019 and to note that the Spinal Column Points had been re-graded by NJC. Clerk's SCP therefore rebased from SCP35 to SCP29.
2. It was **RESOLVED** to approve the one Spinal Column Point annual increase for the clerk (from SCP29 to SCP30), effective 1/4/2019.

33SC/18 MATTERS FOR REFERRAL TO FULL COUNCIL

It was **RESOLVED** to refer the following to full council for ratification/approval on 31/1/19:

1. Recruitment of Parish Assistant
2. Payment of overtime
3. Adoption of NJC salary scales and increase in SCP

34SC/18 NEXT MEETING

To be determined – eta April 2019.

35SC/18 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chair closed the meeting at 9.15pm.

Signed: _____

Chair

Date: _____