

# PITSTONE PARISH COUNCIL

## Minutes of the Staffing Committee Meeting held on 22 March 2023 at Pitstone Pavilion, commencing at 7.30pm.

In accordance with 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.

### SC9/22 ATTENDANCE AND APOLOGIES

Council present: Cllr Blunt (Chair), Cllr Nicholls & Cllr Saintey plus the Parish Clerk Mrs Eagling.

### SC10/22 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No written declarations had been received and no other declarations were made by members.

The clerk expressed an interest in the agenda item relating to SCP grade, and never has a vote in council matters.

### SC11/22 MINUTES OF THE MEETING held on 15/6/22

It was **RESOLVED** that the draft minutes of the Staffing Committee Meeting held on 15 June 2022 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### SC12/22 CLERK'S REPORT

There were no outstanding issues to note.

### SC13/22 STAFFING ISSUES

1. It was **RESOLVED** to approve the adoption of the National Living Wage increase in hourly rate from £9.50ph to £10.42ph effective from 1/4/23 for the 3 applicable members of staff.
2. It was **RESOLVED** to add a review of the hourly rate for the Parish Assistant and the Facilities Manager to the next agenda.
3. It was **RESOLVED** to approve the contracted annual incremental SCP grade increase for the clerk (SCP33 to 34, an increase of 51pph) effective from 1/4/23.
4. It was **RESOLVED** that the summer volunteer thank you event on 7/9/23 should follow the same format as the January event, and further **RESOLVED** to meet the associated costs of invitations & refreshments. If the weather is nice, some tables etc to be set up outside. Post event review to consider what time of year future events should be held. The Chairman was thanked for the donation of beer to the January event.
5. An appraisal of the Clerk was undertaken. No performance or training issues were identified. It was **RESOLVED** to purchase wireless keyboard/mouse, laptop stand, and footrest to improve the health & safety assessment of the workplace. It was **RESOLVED** to set aside funds and consider replacement of council laptop during the next financial year.

### SC14/22 MATTERS FOR REFERRAL TO FULL COUNCIL

It was **RESOLVED** that there were no matters to refer to full council, but the committee would provide an update on the next volunteers event and notify full council of the hourly rate/SCP changes.

### SC15/22 DATE OF NEXT MEETING

The date of the next meeting was set for Wednesday 21 June at 7.30pm. The agenda will include the summer volunteer event and the hourly rate review for the Assistant and Facilities Manager.

## **SC16/22 CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman thanked the members for their attendance and closed the meeting at 20.10.

Signed:

Date:

\_\_\_\_\_ Chairman