

PITSTONE PARISH COUNCIL STAFFING COMMITTEE

NOTICE IS HEREBY GIVEN OF the committee meeting
to be held in the office at Pitstone Pavilion on Monday 5 February 2024 at 7.30pm

Laurie Eagling, Clerk to the Council
9 Warwick Road, Pitstone, LU7 9FE
Tel: 01296 767261

Signed *L Eagling*
Date: 29/1/24

A G E N D A

1. ATTENDANCE AND APOLOGIES

2. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

To consider declarations & interests from committee members on matters to be considered at the meeting.

3. MINUTES OF PREVIOUS MEETING

To resolve that the minutes of the previous meeting held on 22 March 2023 are a true and accurate record of the meeting.

4. CLERK'S REPORT ON MATTERS ARISING

No outstanding matters.

5. STAFFING MATTERS

1. To note progress on recruitment for a new member of litter picking staff.
2. To approve adoption of National Living Wage increase in hourly rate from £10.42ph to £11.44ph for those over 21 years, to be effective from 1/4/24.
3. To conduct an annual appraisal for the Parish Clerk and determine any actions arising.
4. To approve contracted annual incremental SCP grade for the parish clerk (SCP34 to 35) with effect from 1/4/24.
5. To note that hourly rates for Parish Assistant & Facilities Manager last reviewed in June 2023.
6. To discuss staff appraisal.
7. To review the recent volunteer thank you events and determine how to proceed.

6. REFERRAL TO FULL COUNCIL

To determine any matters outside the terms of reference of the committee that require referral to full council.

7. DATE AND TIME OF NEXT MEETING

To determine date and time of next meeting.

In accordance with the The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meeting and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press will be excluded from this meeting due to the confidential/sensitive nature of the business to be transacted.

However the minutes will still be published to our website pitstone.co.uk so you can all keep up-to-date.