

# PITSTONE PARISH COUNCIL

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## Minutes of the Staffing Committee Meeting held on 5 February 2024 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.

### SC1/23 ATTENDANCE AND APOLOGIES

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

### SC2/23 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.

### SC3/23 MINUTES OF THE MEETING held on 22/3/23

It was **RESOLVED** that the draft minutes of the Staffing Committee Meeting held on 22 March 2023 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

### SC4/23 CLERK'S REPORT

There were no outstanding issues to note.

### SC5/23 STAFFING ISSUES

1. It was **RESOLVED** to approve the schedule of duties, person specification and terms of employment for the replacement Litter Picking member of staff. It was **RESOLVED** to advertise the vacancy with an initial application deadline of the end of February.
2. It was **RESOLVED** to approve the adoption of the National Living Wage increase in hourly rate from £10.42ph to £11.44ph effective from 1/4/24 for the applicable members of staff.
3. It was **RESOLVED** to review of the hourly rate for the Parish Assistant and the Facilities Manager in June 2024 ie one year after last review.
4. An appraisal of the Clerk was undertaken. No performance or training issues were identified and no actions were arising.
5. It was **RESOLVED** to approve the contracted annual incremental SCP grade increase for the clerk (SCP34 (£22.04) to 35 (£22.57)), effective from 1/4/24.
6. Clerk to undertake the annual appraisals for the Facilities Manager and Parish Assistant over the next couple of months.
7. It was **RESOLVED** to hold two volunteer thank you events in the forthcoming year, in September 2024 and January 2025, with the same format as previous events.

### SC6/23 MATTERS FOR REFERRAL TO FULL COUNCIL

It was **RESOLVED** that there were no matters outside the terms of reference for the committee to refer to full council, but the committee would provide an update on the matters itemised above.

### SC7/23 DATE OF NEXT MEETING

The next meeting will be held in June, with the precise date set in May. The agenda will include the summer volunteer event and the hourly rate review for the Assistant and Facilities Manager.

**SC8/23 CLOSURE OF MEETING**

There being no further business to be transacted, the Chairman thanked the members for their attendance and closed the meeting at 20.20.

Signed: *B Blunt*

Date: 18/6/24

\_\_\_\_\_ Chairman