



**Draft minutes are subject to approval at the next Full Council meeting**

**Draft Minutes of the Staffing Committee Meeting  
held at the Council Offices on Thursday 24 November 2022**

**The meeting commenced: 7.00 pm – concluded at 7.40 pm**

**Councillors Present.** Thomas Sturgess (Vice-Chairman) Dr John Bowden (2022/33 onwards), Victoria Bowden (2022/33 onwards), John Brownrigg and John Housley.

**Absent Councillors.** Carol Levery

**Officers:** Andrew Towleron – Parish Clerk/RFO (minute taker).

**Members of the Public.** None.

**Chairman's Announcement**

In the absence of the Chairman, Councillor Carol Levery, it was confirmed that the Vice-Chairman, Councillor Thomas Sturgess, would chair the meeting.

Before the formal commencement of the meeting, the Chairman outlined the procedures to ensure that it was effective, safe and lawful.

<b><u>2022/30</u></b> <b><u>(SC)</u></b>	<b><u>Item 30: Apologies and Reason for Absence</u></b>  Proposed by Councillor Thomas Sturgess and seconded by Councillor John Brownrigg and <b>RESOLVED:</b> That the apology and reasons given for absence by Councillor Carol Levery be approved.  <i>(3 in favour)</i>
<b><u>2022/31</u></b> <b><u>(SC)</u></b>	<b><u>Item 31: Declarations of Interests</u></b>  The Clerk stated that he had not been informed of any.
<b><u>2022/32</u></b> <b><u>(SC)</u></b>	<b><u>Item 32: Exclusion of Press and Public</u></b>  It was confirmed that there were no items that required the exclusion of the press and the public.

<p><b><u>2022/33</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 33: Public Participation Session</u></b></p> <p>There were no questions raised.</p>
<p><b><u>2022/34</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 34: Staffing Committee Minutes</u></b></p> <p>The approved minutes and resulting actions of the Staffing Committee of 29 September 2022 were considered.</p> <p>It was noted that it had been agreed (minute 2022/28 b (F&amp;P) that <i>'If spectacles are required specifically for DSE based on advice from an optician then the Parish Council will pay for a basic pair of glasses'</i>. In furtherance of this clarification had been sought on what was meant by a basic of glasses. This was then considered.</p> <p>a) Proposed by Councillor John Housley and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That the minutes of the Staffing Committee Meeting held on 29 September 2022 be endorsed. <span style="float: right;"><i>(5 in favour)</i></span></p> <p>b) Proposed by Councillor John Brownrigg and seconded by John Housley and <b>RESOLVED:</b> That it is recommended to Council that if spectacles are required specifically for the use of Display Screen Equipment (DSE) based on advice from an optician then the Parish Council will pay for a basic pair of glasses up to a value of £50 or make a contribution of a same amount to a more expensive pair of glasses. <span style="float: right;"><i>(5 in favour)</i></span></p>
<p><b><u>2022/35</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 35: Training Report and Next Steps</u></b></p> <p>The Clerk provided a verbal report on progress on the arrangements with officer and councillor training and development. He made specific reference to the agreed first aid and mental health sessions which were planned to go ahead in early 2023. Councillors indicated that they would prefer that these take on a Saturday morning, which was agreed.</p>
<p><b><u>2022/36</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 36: Local Government (including parish councils) 2022/23 Pay Award</u></b></p> <p>An update on negotiations between employers and trade unions was provided.</p> <p>It was reported that Local Government Association came to an agreement on the 2022/23 pay offer with the unions representing local government employees this week. The terms of that agreement include the following:</p> <ul style="list-style-type: none"> <li>• With effect from 1 April 2022, an increase of £1,925 on all National Joint Council (NJC) pay points 1 and above.</li> <li>• With effect from 1 April 2023, an increase of one day to all employees' annual leave entitlement.</li> </ul> <p>It was also explained that from 1 April 2023, the National Living Wage (NLW) will increase by 9.7% to £10.42 an hour for workers aged 23 and over.</p>
<p><b><u>2022/37</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 37: General Staff Update</u></b></p> <p>A wide ranging and detailed discussions took place on various issues. The Clerk gave a</p>

	<p>verbal and written report on progress against the main activities detailed on the Parish Council's Agreed Annual Plan for 2022-2023. He also explained that latest round of annual appraisals of staff was underway.</p> <p>It was reported that the Administrative Assistant, Natalie Richardson, had completed the Introduction to Local Council Administration (ILCA) and the Administrative Officer, Laura Tickle, the Financial Introduction to Local Council Administration (FILCA) qualifications. It was noted that this meant that all Council Office staff held a parish council sector specific qualification, one, it was understood, of a small number of the parish councils that could state this. The Staffing Committee congratulated and paid tribute to Natalie Richardson and Laura Tickle on their achievement. It was noted that the Administration Officer had been leading on many of the Council's financial processes and affairs for some time.</p> <p>Proposed by Councillor Victoria Bowden and seconded by Councillor John Brownrigg Sturgess and <b>RESOLVED:</b> That it is recommended to Council that it agrees to appoint the current Administrative Officer as the Administrative and Financial Officer subject to:</p> <ul style="list-style-type: none"> <li>(i) Confirmation that they are willing to accept this position.</li> <li>(ii) Completion of a revised job description and personal specification and</li> <li>(iii) The grading of the revised post being evaluated.</li> </ul> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><b><u>2022/38</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 38: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that the next meeting was scheduled for Thursday 26 January 2022 at 7.00 pm.</p>