

ADDERBURY PARISH COUNCIL – STAFFING COMMITTEE

MINUTES OF THE STAFFING COMMITTEE MEETING HELD AT CHURCH HOUSE, HIGH STREET, ADDERBURY ON THURSDAY 21 MARCH 2024 AT 7.30PM

PRESENT: Councillors Diane Bratt, Oliver Ighani, Ann Lyons and Rachel Moffat.

1/24 Appointment of Chairman 2023/2024 – Councillor Diane Bratt asked for nominations for the position of Chairman for 2023/2024.

Resolved that Councillor Ann Lyons be appointed as Chairman of the Staffing Committee for 2023/2024.

2/24 Declarations of Interest - There were no declarations of interest.

3/24 Minutes - The minutes of the meeting held on 21 March 2023 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 21 March 2023 be approved.

4/24 Matters Arising from the Minutes of 21 March 2023 – There were no matters arising.

5/24 Terms of Reference – The Committee reviewed its Terms of Reference for 2023/2024.

Resolved that the Terms of Reference be approved for 2023/2024.

6/24 Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 7/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

7/24 Staffing – Prior to the meeting, information on the Annual Performance Review for 2023/2024 for the Clerk and Responsible Financial Officer had been circulated to the Committee.

The Clerk was currently on Grade SCP 31 and it was proposed by Councillor Diane Bratt and seconded by Councillor Oliver Ighani, that the Clerk be progressed to SCP 32 from 1 April 2024. This was agreed unanimously.

It was noted that there would be some back pay awarded later in the year as pay negotiations were still taking place. This was normal practice in Local Government.

The Chairman advised that the Clerk had now reached the top of salary scale, subject to further qualifications being attained, therefore next year, the Clerk would receive the cost of living increase only.

The Committee thanked the Clerk for all her hard work and felt that the Parish Council was lucky to have a Clerk of such calibre.

Resolved that:

- (1) the Performance Review for 2023/2024 be approved; and
- (2) the Clerk and Responsible Financial Officer be awarded an incremental rise to point 32 on the NJC pay scales, from 1 April 2024.

8/24 Pension Policy – Prior to the meeting, a Discretionary Pension Policy had been circulated to the Committee.

Resolved that Discretionary Pension Policy be approved. **Action TG**

(Meeting closed 8.10pm)

Chairman