

ADDERBURY PARISH COUNCIL – STAFFING COMMITTEE

MINUTES OF THE STAFFING COMMITTEE MEETING HELD AT CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 21 MARCH 2023 AT 7.30PM

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

APOLOGIES: Lucy Wells.

1/22 Appointment of Chairman 2022/2023 – Councillor Diane Bratt asked for nominations for the position of Chairman for 2022/2023.

Resolved that Councillor Ann Lyons be appointed as Chairman of the Staffing Committee for 2022/2023.

2/22 Declarations of Interest - There were no declarations of interest.

3/22 Minutes - The minutes of the meeting held on 24 March 2022 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 24 March 2022 be approved.

4/22 Matters Arising from the Minutes of 24 March 2022 – There were no matters arising.

5/22 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 6/22 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

6/22 Staffing – Prior to the meeting, information on the Annual Performance Review for the Clerk and Responsible Financial Officer had been circulated to the Committee.

The Clerk had been set targets for the year and her appraisal showed that she was making good progress with them. Bearing in mind the extra workload associated with the Milton Road project, as well as the normal day to day work carried out by the Clerk, Councillors were happy to accept the results.

Going forward with targets for the coming year, Councillors felt that they should not be amended, but current targets shown as ongoing.

The Clerk was currently on Grade SCP 30 to SCP 32 and it was proposed by Councillor Diane Bratt and seconded by Councillor Oliver Ighani, that the Clerk be progressed to SCP 31 from 1 April 2023. 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.

Councillors felt that the Parish Council was very lucky to have someone as keen and dedicated as their current Clerk.

Recommended that:

- (1) the Performance Review for 2021/2022 be approved; and
- (2) the Clerk and Responsible Financial Officer be awarded an incremental rise to point 31 on the NJC pay scales, from 1 April 2023.

(Meeting closed 8.00pm)

Chairman