

FOUR MARKS PARISH COUNCIL

**Minutes of the Meeting of the Staffing Committee
Held on Wednesday 15th February 2023, commencing at 6.00pm
At Four Marks Village Hall, Lymington Bottom**

MEMBERS PRESENT:	Cllr Sally Duncan (Chairman), Cllrs John Davis and Reg Pullen
IN ATTENDANCE:	Sarah Goudie, Executive Officer (EO)
	No members of the public
APOLOGIES:	None

23.01 SC APOLOGIES FOR ABSENCE

There were no apologies for absence.

23.02 SC OPEN SESSION – PUBLIC PARTICIPATION

There were no members of public in attendance, however Cllr Pullen wished to raise his concerns over the security of the staff and office accessibility, due to an incident that had taken place that week. However, until such time as new security arrangements are put in place, he suggested that there be no admittance to the public until then. The EO advised that she would work from home until the AEO returned from leave.

The Committee did suggest reviewing the camera provision and installing a Ring doorbell with camera, installation of a chain on the door, with the door being always locked to avoid people just walking in. However, for other circumstances, for example, sudden illness, other suggestions were an attendance button or pendant alert. All of which would be reviewed for suitability.

With no further matters to raise, the open session closed at 6.15pm and Standing Orders were applied.

23.03 SC DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

There were no declarations of interest.

23.04 SC APPROVAL OF MINUTES

With no matters to raise, on the proposal of Cllr Pullen, which was seconded by Cllr Davis, and with all in agreement it was

RESOLVED

To approve the Minutes of the Staffing Committee Meeting held on Wednesday 19th October 2022 as a true reflection of the meeting and were duly signed by the Chairman.

23.05 SC STAFF APPRAISALS

23.05.1 Recommendations following Staff Appraisals

The EO briefed the Committee on both the AEO and her own appraisals and briefly outlined the objectives agreed for the coming year, and proposals suggested on the outcome of the appraisals. The EO suggested that Cllr Foster, who had carried out her own appraisal, should put her recommendation forward at the appropriate time at the Council meeting. The Committee acknowledged the EO's recommendations for consideration.

23.05.2 AEO Contract and Job Description

Following the AEO's recent CiLCA qualification and the change in her job description over the past year and moving forward, it was agreed, firstly that the AEO's contract would be updated to reflect the qualification, with a title change to Deputy Clerk. An updated job description for the new role would be drafted for approval at the next Finance & General Purposes meeting.

23.06 SC NATIONAL PAY SCALE

Cllr Davis, concerned that the period of rapid inflation may not be reflected in National Pay Scale increases, asked the Committee to consider moving away from the set pay scales.

He referred to the unpredictability with set scales and that there was no fixed relationship between the increases in scales, average earnings and inflation. His concern was that the officers' (EO and AEO) could be left with less than increases in average earnings, or even expose the council to higher salary bills than necessary.

The EO acknowledged that the unions were extremely slow in negotiating pay awards and that for the past two years the increase had been backdated to 1st April and paid in a lump sum, and whilst this is not entirely efficient, it does ensure that there is a guidance for council's particularly when employing new staff. The EO also believed that both her and the AEO were paid appropriately for their roles and that an annual salary point increase was written into their contracts for security in this regard.

It was agreed to continue with the SCP National Pay scale at least for the time being. It was also agreed that both contracts should be reviewed, including suggested change to the notice period, to ensure stability for at the least the next year, and if deemed appropriate, this could be raised again next year.

23.07 SC Next meeting, 31st May 2023, 6pm, at the Benians Pavilion.

23.08 SC The Chairman closed the meeting at 7.00pm.