

LAUNTON PARISH COUNCIL

Minutes of the Staffing Committee meeting held on **Thursday 2 November 2023** at 9.40pm in Launton Parish Hall

Councillors present: Mr Andrew Briant, Mrs Abigail Dowman, Mr Ed Sanders (Vice Chairman), Mrs Lesley Thompson, Mr Richard Walker, Mrs Jaqueline Webber

In attendance: The Clerk, Mrs Jane Olds

Apologies: Mr Simon Turner

1. Appointment of a Chairman for the meeting

The Council **RESOLVED** to agree to appoint Councillor Sanders as Chairman of the meeting.

2. To receive and accept apologies for absence

The Council received and accepted apologies from Councillor Thompson.

3. Requests for Dispensations, Declarations of Interest, Gifts and Hospitality

Nothing was declared.

4. To facilitate public participation with regard to items on the agenda

No members of the public attended the meeting.

5. Terms of Reference – to note the Terms of Reference

The Council **RESOLVED** to note the Terms of Reference.

6. Public and Press – to consider passing a resolution, in accordance with the Public Bodies (Admissions to Meetings) Act 1960 that the public and Press be excluded from the meeting for the following items by reason of the confidential nature of the business to be transacted.

The Council **RESOLVED** to agree to exclude the Public and Press.

7. Staffing

a. Appraisal / Personal Development Plan – to discuss the appraisal for the Clerk and RFO

The job description and the scale point evaluation would take place once the new contract of employment had been agreed between NALC and the SLCC and the revised guidance had been received regarding the scale point bands.

The Clerk had attended a number of training sessions and had worked with the SLCC and two other Clerks to help develop the SLCC's latest virtual training module – the *Principles of Internal Auditing Local Councils* – due to be launched in the spring 2024. The Clerk's other employment as the General Advisor to the Society of Local Council Clerks enabled the Clerk to keep up to date with many aspects of the role and this was of benefit to the Parish Council. The Clerk was considering applying to the SLCC to undertake the Community Governance Level 4 module, but this would depend on her time availability.

b. Salary Review – to consider a salary and hours review for 2023/24

The Council **RESOLVED** to agree to maintain the current hours (55 per month) and spine point - SCP17 – for the year 2023/24 which was the top of the scale point band at £14.95 per hour (announced on 1 November). The rate had been agreed nationally for 2023/24 but negotiations were ongoing for the following year.

8. Date of next full Council meeting – Thursday 7 December 2023 at 7.30pm, in Launton Parish Hall

The meeting closed at 9:54pm.

Notes on declarations of interest

Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered. National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

Signed.....

Dated.....