

# Bourton-on-the-Water Parish Council

Minutes of a meeting of the Staffing Committee held at 4pm on Thursday 10<sup>th</sup> November 2022  
in the Windrush Room at The George Moore Community Centre.

**Those Present:** Cllr A Roberts (Vice Chairman, in the chair) Cllrs L Hicks, N Randall and B Sumner

**In Attendance:** Sharon Henley, Clerk

**Members of Public:** There were none present.

- 1) Apologies for absence: Cllr B Hadley.
- 2) Declarations of Interest: There were none.
- 3) Approval of the draft minutes of the meeting held on 10<sup>th</sup> December 2021: APPROVED.
- 4) Matters Arising:
  - a) The Finance Officer had now left post.
  - b) The Clerk had purchased a new laptop.
- 5) Recruitment of Committee Clerk/Administration Assistant: To agree wording for job advertisement, method of advertising, job description, person spec, timescales etc (Papers 1a & b). The closing date for applications was agreed at Wednesday 7<sup>th</sup> December to enable advertising in the Bourton Browser. With that amendment the draft documents were APPROVED. The vacancy to be advertised on the website, Facebook, Twitter, noticeboards, GAPTC website and the Bourton Browser. Interviews to be conducted by Cllrs Hadley or Roberts and Cllr Hicks with the Clerk with a provisional date of Thursday 15<sup>th</sup> December. Appointment to be agreed by full Council.
- 6) Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following items are confidential as they relate to Staffing Matters. As such, the press and public are excluded from the meeting. APPROVED.
- 7) To review the following staff Annual Appraisals and to note content or agree further actions for recommendation to full Council: (Confidential papers 2a, b & c).
  - a) Assistant Clerk: The temporary increase to 34 hours per week had proved successful and it was agreed to retain this on a permanent basis. The committee APPROVED the recommendation for an increase from SCP25 to SCP26 in recognition of performance in post. To be further approved by full Council and, if approved, backdated to 1<sup>st</sup> November as per contract of employment.
  - b) Caretaker: The appraisal was reviewed. The Clerk to pass on the Committee's thanks to the Assistant Clerk and Caretaker for their hard work over the year.
  - c) Clerk/RFO: The Clerk left the meeting during this item. The Committee recommended an increase from SCP33 to SCP34 for performance in post, to be approved by full Council. To be backdated to 1<sup>st</sup> November as per contract, if approved.
- 8) Salaries:
  - a) To receive update from the Clerk on new 2022-23 NALC pay agreement. Agree any backdated underpayments due and any additional actions (Paper 3a & b and confidential paper 3c). GAPTC confirmed that NALC had approved a cost of living increase on all NJC pay points from point 1 and above, to be backdated to 1<sup>st</sup> April 2022. Also from 1<sup>st</sup> April 2023 an increase of one day's annual leave to all employee's annual leave entitlement. The Committee APPROVED for the contractual back-payments to be added to the December payroll and the uplifted salaries to be active from December. To be reported for full Council to note in December.
  - b) To review separate staff salary underpayment calculation and approve payment (Confidential paper 3c). This was approved in respect of the years 2020-21 and 2022-23 and back-payment to be made in the December payroll and reported to Council.

- 9) Staff Holidays:
- a) To review advice from GAPTC on current contractual arrangements and consider recommendations in paper. (Confidential paper 4a). Advice was reviewed and noted.
  - b) Draft Annual Leave Policy 2022: To review and agree any amendments required, for approval by full Council. (Paper 4b). Following advice from GAPTC the previous Holiday Entitlement Policy was re-named and several amendments made to wording. The Clerk to modify line 2 to state that employees will be entitled to annual leave in accordance with their contract and delete line 3 and 4. With that amendment the updated draft policy was APPROVED for further approval by full Council.

The next Staffing Committee Meeting to be held at a date agreed as required.

There being no further business the meeting closed at 16.56 hours.

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