

Donnington and Muxton Parish Council



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STAFF AND PERSONNEL COMMITTEE

Minutes of the Staff and Personnel Committee Meeting held at Turreff Hall, Donnington on 11th March 2024 commencing at 6:20pm.

Present: Councillors Mrs L Dugmore, N Dugmore, T Hoof, R Overton.
Ex-officio members: Councillor Miss F Doran.

Also Present: K Eshelby (Deputy Clerk to the Parish Council) and Councillor R Coates.

P24/03/07 Apologies: Councillor J Urey.
Resolved: That the apology is noted.

P24/03/08 Declaration of Interests: Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.
Resolved: As per declarations of interest.

Private Session

Councillors are asked to consider entering into Private Session. Under the Public Bodies (Admission to Meetings) Act 1960 S1(2) and under Section 100(A) of the Local Government Act 1972, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

P24/03/09 Staff Salary Review and Management

As per the minutes from the Staff and Personnel Committee meeting held on 2nd October 2023, Councillors considered pay increases for the Community Events and Engagement Officer, and Caretaker in comparison to other Town and Parish Councils, to ensure that salaries are commensurate with the tasks being carried out and to ensure retention of staff.

Councillors asked the Deputy Clerk where the increase would be funded from and were informed that the funds would be transferred from general reserves to the salaries budget.

Resolved -To recommend to Council that:

- a. Funds are moved from the general reserves to the salary budget to fund the proposed salaries increases.
- b. the Community Events and Engagement Officers salary is increased to NJC/NALC LC1 (13-17) starting at scaling point 13 with yearly increments up to scaling point 17.

- c. the Caretakers salary is increased to NJC/NALC LC1 (7-12) starting at scaling point 7 with yearly increments up to scaling point 12.

P24/03/10 Confidential Report A

The Deputy Clerk discussed a confidential report which was circulated at the meeting detailing extenuating circumstances in the office which has led to increased TOIL being built up and requested that it be noted she informed councillors that her average working hours equate to more than her contracted hours. The request was made for TOIL to be paid as overtime rather than taking the hours owed off work.

Resolved: for the chair of the Staff and Personnel Committee to inform the Chairman of the Council that a request for an emergency motion be put forward at the Council Meeting due to take place straight after this meeting.

The motion to be put forward is: to pay the office staff all TOIL that they have already built up in full as overtime immediately, and that any accrued time will continue to be paid as overtime up to 31st May 2024 due to extenuating circumstances. After that, any time built up over 8 hours will automatically be paid as overtime with the caveat that the 8 hours can be used as toil if the staff so wish, if not overtime will be paid.

The meeting closed at 1858 hrs

Signed:

Date