

Donnington and Muxton Parish Council



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STAFF AND PERSONNEL COMMITTEE

Minutes of the **Staff and Personnel Committee** held on **2nd October 2023** which commenced at 7pm.

Present: Councillors Mrs L Dugmore, N Dugmore, T Hoof, R Overton and J Urey (arrived at 7.20pm). Ex-officio member: Miss F Doran (Vice-Chair to the Parish Council).

Also Present: R Morgan (Clerk to the Parish Council).

SP23/10/01 Election of Chairman

Nominations were requested for Chairman of this Parish Council's Staff and Personnel Committee for the forthcoming year. Councillor Mrs L Dugmore was nominated by Councillor F Doran and seconded by Councillor T Hoof. No other nominations were received.

Resolved - that the Chairman for the forthcoming year to May 2024 is Councillor Mrs L Dugmore.

SP23/10/02 Election of Vice-Chairman

Nominations were requested for Vice-Chairman of this Parish Council's Staff and Personnel Committee for the forthcoming year. Councillor Miss F Doran was nominated by Councillor T Hoof and seconded by Councillor R Overton. No other nominations were received.

Resolved - that the Vice-Chairman for the forthcoming year to May 2024 is Councillor Miss F Doran.

SP23/10/03 Apologies: There were no apologies.

SP23/10/04 Declaration of Interests: As per Registers of Interests.

Private Session

Resolved – that by 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.

SP23/10/05 Staff Retention and Salary Review

Councillors received a report from the Clerk regarding concerns over staff retention due to uncompetitive salaries. Other Town and Parish Councils have been contacted and provided the salaries their equivalent staff are on. Councillors were asked to ensure that salaries are commensurate with the tasks being carried out and thus ensure retention of staff. Also, to consider changing the role of the Assistant Clerk to Deputy Clerk and Finance Officer.

Each Councillor was informed of the affect on the Council's finances and reserve balances that the proposed increase in salaries would have.

The Clerk was asked to provide financial details on how much the Council precept would have to be raised and how much it would cost the Council if:

- a. the Clerk had one Scaling Point (SCP) pay increase to SCP 41 and the Community Events and Engagement Officer and Caretaker were increased to SCP 12.
- b. the Clerk had one Scaling Point (SCP) pay increase to SCP 41 and the Community Events and Engagement Officer and Caretaker were increased to SCP 5.

The Clerk was asked to find out what the public sector pay increases as from 1st April 2023 will be.

Resolved – to recommend to Council that:

- a. as part of office administration staff restructuring, the Assistant Clerk, as of 1st October 2023, will be the Deputy Clerk and Finance Officer. Her salary is to be increased to NJC/NALC Scaling Point 33 pro rata 25 hours per week as from 1st October 2023 to reflect this change. Any public sector pay increase back dated to 1st April 2023 will be calculated at the Assistant Clerk's old SCP from 1st April to 30th September 2023. The Clerk is to amend her contract of employment and job descriptions to reflect the new role.
- b. before awarding any pay increases for the Clerk, Community Events and Engagement Officer, and Caretaker, that Council waits until the public sector pay awards for 2023/2024 are announced. Council will then have a better idea on the affect any pay increases will have on the Council's finances/reserves. Once this is known then further discussions can take place with regard to these members of staff.

The meeting closed at 1955hrs.

Signature:

Date: