

ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held on Wednesday the 30th November 2022 at the ClayTAWC Centre, Fore Street, St Dennis.

Present: Cllr Burnett (Chair), Cllr Taylor (Vice Chair), Cllr Clarke, Cllr Mrs T Edmunds, Cllr Sinnott.

In Attendance: Lynn Clarke, Parish Clerk.

S34/22 Apologies

None.

S35/22 Declarations of Interest

None Declared.

S36/22 To agree the NJC Pay increase for 2022 – 2023 and to backdate payments to April 2022.

The Committee were informed that pay award for 2022-23 has now been agreed. All salary scales have been increased by £1925 for 2022-23. In addition to this, from the 1st April 2023, there will be an increase of all employees leave entitlement by 1 day. As a result of the increase there will be a total of £1789.81 underpayment to all office staff from April 2022 to date.

It was **Resolved** to accept this increase and to backdate payments to April 2022. All present in favour.

Standing Order 1c

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'

S37/22 To adopt the minutes of the Staffing Committee Meeting held on the 12th October 2022.

It was **Resolved** to accept the minutes. All other present in favour.

S38/22 To agree the appointment of members to an appeals Committee.

Cllr Burnett & Cllr Edmunds advised that recent training has highlighted the need for an Appeals Panel to be set up. This was discussed at length, and it was **Resolved** to set up the Appeals Panel. Members will be appointed at the next Full Council Meeting. All present in favour.

S39/22 To approve the recommendation from the Interview Panel.

Following interviews for the Senior Administrators position, Cllrs put forward their recommendations, which were accepted by those present. It was **Resolved** for the Clerk to notify the successful applicant and advise that employment will commence in January 2023 pending pre-employment checks. All present in favour.

S40/22 To agree the new pay scale for the Senior Administrator.

It was **Resolved** to start the position on the NJC Scale 6 and to raise this to 7 for the purpose of issuing the contract, but this decision will be reviewed in line with performance. All present in favour.

S41/22 To review the contract for the Senior Administrator.

It was **Resolved** to accept the contract with the addition of an extra sentence within the hours of work to note that occasional evening work will be expected. All present in favour.

There being no other business the Chairman closed the meeting at 20.45 pm.

Signed.....Date.....

Chairman of the Staffing and GDPR Committee Meeting