

CHOLSEY PARISH COUNCIL

**Minutes of the Staffing Committee meeting duly convened and held on
Wednesday 28th February 2024 at 10.30am at The Pavilion, Station Road, Cholsey**

Members present: Cllr J. Finch (Chair), Cllr V. Bolt, Cllr G. Herbert

Officers present: C. Bird (Clerk)

Start time: 10.30am

End time: 11.30am

S12. To receive apologies for absence

There were none.

S13. To receive Declarations of Personal and Pecuniary Interest for any agenda items

There were none.

S14. To hear questions or comments from members of the public concerning topics on the agenda (limited to 10 mins)

There were none.

S15. To receive update on the CCSS TUPE transition completed 1st January 2024

The CCSS transition has been completed and as of 1st January 2024 the five affected employees (four Happy Hub staff members and the Mental Health Support Worker) are now employed by the Cholsey Village CIC.

S16. To discuss and agree next actions on projects:

- a. Job descriptions review
- b. Appraisals 2024
- c. Health and Safety requirements

The above projects will be prioritised in the first half of 2024, and next actions were agreed.

Cllr Finch (Staffing Committee Chair) and Cllr Nixon (Council Chair) will appraise the Clerk, and the Clerk and a member of the Staffing Committee will then appraise the Assistant Clerk/RFO, Estate Manager and Environment Coordinator. The Estate Manager will arrange appraisal of the Maintenance Person. The Clerk will circulate appraisal forms.

S17. To consider and, if thought fit, to resolve to temporarily exclude the press and public

Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the Committee will be asked to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

It was **resolved** to temporarily exclude the press and public.

S18. To confirm staff hours and hourly pay rates for 2024/2025 in line with NJC scales

It was agreed at the 6th December 2023 Parish Council meeting to move to hourly rates in line with local government NJC pay scales from the 2024/2025 financial year – with the relevant Spinal Column Point (SCP) being determined by NALC job evaluation advice.

The following staff hours and hourly pay rates were therefore confirmed for 2024/2025:

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Clerk: 22 hours per week, SCP 30 (2024/2025 hourly rate to be the applicable 2023/2024 NJC pay rate for this SCP)

Assistant Clerk/RFO: 16 hours per week, hourly rate 80% of Clerk hourly rate

Estate Manager (14 hours), Environment Coordinator (12 hours) and Maintenance Person (10 hours) – 2023/2024 hourly rates to be increased by the inflation rate at time of budgeting (November-December 2023)

S19. To agree next steps in new staff contract roll-out for 2024/2025

It was agreed that the new staff contract would be rolled out for existing employees in March, subject to amendments to the following contractual requirements:

- Detailed timesheets – to be completed on request, not as an ongoing contractual requirement
- Ability to drive – this was agreed not to be a contractual requirement for roles, with the exception of the Maintenance Person
- DBS – the Clerk will seek advice from GAP HR on this requirement

The Clerk will ensure that any remaining questions or concerns from team members are addressed before progressing the new contracts.

S20. To agree items to be reported to meeting of full Council on 13th March 2024

An update to Council was agreed.

S21. Items for information or inclusion on future agenda

There were no new items at this time.