

AGENDA

2nd November 2022

An ORDINARY MEETING of the **STAFFING COMMITTEE** will be held on Wednesday 9th November 2022 at 8.15pm in the Pavilion, Englefield Road and the following business will be transacted. All Committee Members are summoned to attend.

Kind Regards



Samantha Haywood
Locum Clerk/RFO to the Parish Council

1. APOLOGIES

MOTION: Committee to receive apologies and reasons for absence.

2. DECLARATIONS OF INTEREST and DISPENSATIONS

With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests as required.

3. MINUTES OF THE PREVIOUS MEETING

MOTION: Committee to approve and sign the minutes of the Staffing Committee meeting held on 30.08.22.

4. OPEN MEETING

Public participation: Members of the public will be invited to speak on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting.

5. EXCLUSION OF PRESS AND PUBLIC

MOTION: Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972, Council to decide on whether the press and public be excluded from the meeting for any agenda item on the grounds that its consideration would involve the disclosure of exempt information.

RECOMMENDATION: Agenda item 7, 8 and 9 to be considered under Standing Order 3D as a closed meeting.

6. NJC PAY SCALES 2022/23

MOTION: Committee to note that the 2022/23 NJC pay scales have now been released and eligible staff will receive backpay in the November payroll. (SH)

7. CLERK RECRUITMENT

MOTION: Committee to receive a report from the Locum Clerk giving recommendations on how to improve the recruitment process, and to consider and decide upon the recommendations. (SH)

8. ADMINISTRATION OFFICER

MOTION: Committee to consider and decide upon the review of the Administration Officer Job Description. (SH)

MOTION: Committee to consider and decide upon a review of the Administration Officer pay scale. (SH)

9. LOCUM CLERK

MOTION: Committee to consider and decide upon options for a Locum Clerk from January 2023 should someone not be appointed by that time. (SH)

10. DATE OF NEXT MEETING

MOTION: Council to consider and decide upon the date of the next meeting.

Members of the public and press are very welcome to attend

SUPPORTING INFORMATION

AGENDA ITEM 6 – NJC PAY SCALES

The 2022/23 NJC pay scales were released on 1st November 2022. The following has been agreed:

The pay offer was for a flat rate payment of £1,925 on each scale point with effect from 1 April 2022.

In addition, the National Joint Council (NJC) has agreed that **from 1 April 2023**, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement. This may require, in some organisations, that a local agreement has to be reached in order for the extra day to be applied. The NJC's full expectation is that the additional day's leave will be applied for all NJC staff, regardless of existing local arrangements.

The National Agreement Green book will, with effect from 1 April 2023, be amended to read as follows:

7.2 Annual Leave

With effect from 1 April 2023, the minimum paid annual leave entitlement is twenty-three days with a further three days after five years of service.

Backpay for all eligible staff on the NJC pay scales will be processed in the November payroll. Eligible ex-employees may also be entitled to the backpay.

The increase equates to approximately a £1 per hour increase per eligible employee.