

Minutes of a Meeting of the Staffing Committee held on Wednesday 20th December 2023 at 13.00 in the Meeting Room, Wem Library, High Street, Wem

Present: - Cllrs P Broomhall, R Dodd, R Gascoigne, D Parry, G Soul, E Towers.

Mrs P O'Hagan (Town Clerk).

1 Appointment of Committee Chairman

Resolved:- to appoint Cllr Soul as Committee Chairman.

2 Apologies - to receive any apologies and reasons for absence.
Apologies received from Cllr Hoffmann were noted.

3 Disclosable Pecuniary Interests

a) 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.

None declared.

b) To consider any applications for dispensation.

None received.

4 Retirement of PA to the Mayor and Town Clerk – to review current job description and discuss recruitment process.

A discussion took place on this item and the view was expressed that instead of recruiting into the existing role a new position should be created which would incorporate the management of Love Lane Cemetery, Allotments and Community Cars along with duties relating to Civic Events.

Resolved:- to establish a working party made up of Cllrs Dodd, Gascoigne, Towers and Soul with the task of meeting with the Clerk before the next meeting to draft a job description for the new position.

5 Staffing Budget Report – to consider.

Resolved:- to note the report.

6 Date and time of next meeting – to note.

Resolved:- to hold the working party meeting at 13.00 on 30.1.24 and to hold the next Committee meeting at 13.00 on 20.2.24.

7 Exclusion of Public and Press

To resolve that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

Resolved:- to exclude the press and public (none present)

a) Groundsman's Summer Hours – to review.

Resolved:-

- **To approve the continued payment of 2 hours a week overtime to the Groundsman between 1.4.24 – 30.9.24 to enable him to have an earlier daily start time of 07.30.**
- **To make provision in the staffing budget for this overtime payment.**
- **To continue to review this agreement on an annual basis.**

b) Staffing Budget for 2024-25 – to consider confidential report and make recommendations for 2024-25 staffing budget.

Following a discussion it was

Resolved:- to recommend that

- **Allocation is made in the budget for a £1 per hour salary increase for all staff to cover the potential cost of any NJC National Salary Award for 2024-25.**
- **That due to her obtaining the CILCA qualification the Project and Finance Assistant is awarded a pay award from 1.4.24 of two increments to NJC scale point 21 and that her hours are increased to 15 per week to be worked over 3 days and that the job title is changed to Responsible Financial Officer and Projects Assistant and the job description changed accordingly.**
- **An allocation is made in the budget for a new position to replace the PA to the Town Clerk and Mayor following her retirement based on 15 hours a week at Scale 13.**
- **The Groundsman is awarded a pay award of one increment to NJC scale point 23.**
- **Staff Training and Travel Budget is maintained at £1500,**
- **Pension Budget is increased to £22,600.**
- **National Insurance Budget is increased to £11,000 to reflect staff salary increases and any increases in employer contributions.**
- **Payroll Services budget is maintained at £800.**
- **For transparency purposes the Msc staffing budget is split into £500 msc. staffing and £1000 for overtime and casual staffing.**
- **The 2024-25 staffing budget is set at £153,054.**

Meeting ended 14.00

Chairman.....