

**Notes of Staff Committee Meeting
Held on 13th November 2023
Greyhound Pub at 20:00**

Present: Cllr Walker (Chair), Cllr Axon (Vice Chair) and Cllr Stillwell

In attendance: Ms Gosia Turczyn – Clerk to the Wigginton Parish Council

SC23/01 Apologies

To receive and accept apologies for absence.
None

SC23/02 Interests

- a) To receive declarations of interest from Councillors on items on the agenda.
 - b) To receive written requests for dispensations for declarable interests.
 - c) To grant any requests for dispensation as appropriate.
- None

SC23/03 Minutes

To note that there are no Minutes to be approved from previous Staffing Committee meeting as this is the first formal meeting of this committee.
Noted.

SC23/04 Exclusion of Press and Public

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of agenda item 23/05 as publicity would be prejudicial to the public interest due to confidential nature of the business to be transacted, namely staff matters.
Resolved unanimously.

SC23/05 Staff matters

To review annual staff appraisal and development and clerk's contract.

- 1) Assessment – The Clerk updated the committee on her progress with her CiLCA training and qualifications and talked about other training undertaken and delivered within the past year and about the benefits of the knowledge gained and how it reflects on the effectiveness of the council. The committee gave feedback to the clerk and were satisfied with her progress and continued work. The Clerk noted the areas for improvement.
- 2) Review of contract – The HMRC working from home allowance is currently at £6 per week and the clerk has pointed out that she has been paid £10 per month since being in the post. The committee reviewed the amount and had agreed that the working from home allowance should

reflect the HMRC flat rate of £24 per month due to higher inflation rates. The contract will be changed to reflect that.

- 3) Personal development – The clerk said that she would like to attend more training and courses to sustain a good knowledge and progress in her role and to gain more confidence. The committee agreed for budget provision to enable the clerk’s personal development.
- 4) Review of hours – The committee agreed that the clerk’s hours should go up to 10 hours a week due to work overload. The contract will be changed to reflect that.
- 5) Review of Clerk’s salary hourly rate – Wigginton PC last reviewed the Clerk’s remuneration in June 2022. The Clerk’s salary is determined by the “substantive benchmark range” for small councils as agreed by the National Joint Council for Local Government Services (the NJC), which set the post at Spinal Column Points (SCP). The Clerk’s salary is currently paid at SCP 24.

In November 2023, new pay scales for 2023-2024 were agreed by the NJC, to be implemented and backdated from 1st April 2023.

The revised figures from 1st April 2023 and set out below:

Revised rate from 1st April 2023

Basic salary at SCP 24 per annum	£33,024
Hourly rate	£17.16
Equivalent payment to be backdated	£259.84

Therefore, the Staff Committee resolved that in line with the NJC agreement, the revised payments to the Clerk as set out above are recommended to the Council. The contract will be changed to reflect that.

- 6) Clerk’s Pension – The Council is a member of the Hertfordshire Local Government Pension Scheme, which operates a contributory pension scheme, which the Clerk is entitled to join. The Staff Committee resolved to recommend for the Council to nominate the Clerk to join the pension scheme.

SC23/06

Next meeting

To agree date of next meeting of the Staffing Committee.

The committee agreed to review the clerk’s progress and salary on an annual basis.

SC23/07

Meeting close 20:50