

MINUTES OF A MEETING OF THE STAFFING COMMITTEE
Held on Friday 24th January 2020 at 11:00am at Normanton Town Hall

Present: Councillor Mrs E. Blezard
Councillor Mrs H.W. Jones
Councillor B. Mayne
Councillor Mrs P. Mayne – Vice-Chairman
Councillor Mrs C. Moran, BEM – Chairman
Councillor A. Wassell
Councillor Mrs A. Wood

32. Apologies for Absence

All members were present therefore no apologies were recorded.

33. Declarations of Interest

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item in which they had an interest.

There were no declarations made.

34. Public Bodies (Admission to Meetings) Act 1960

RESOLVED that all items relating to members of staff would be taken in private due to the confidential nature of the business to be transacted.

35. Minutes

The approval of the minutes of a meeting of the Staffing Committee held on Friday 15th November 2019 were deferred and will be considered at the next meeting.

36. Staff Terms and Conditions

Members considered the adoption of the 'Model Contract' for all staff and it was reported that some further changes would be included from April 2020 due to some changes in employment law.

Revised job descriptions were circulated for the Town Clerk and Admin staff which would be further revised and brought back to the next meeting with a view to being issued in April 2020.

The Town Clerk left the room for consideration of this item as it impacted on her own terms and conditions.

RESOLVED that the Town Council agrees to adopt the Model Contract of Employment and that:

- i) The addition of three extra days annual leave at Christmas (as agreed on 14th July 2016) be included in the contract;
- ii) Job descriptions will be further revised and considered at the next meeting.

37. Admin Salary Review

Following the changes to the staff job descriptions members reviewed the admin staff salaries.

RESOLVED that the report be received and recommendations be approved and that:

- i) Staff member 1 be placed on SCP5-6
- ii) Staff member 2 be placed on SCP7-8

38. Town Clerk's Salary Review

Following changes to the Town Clerks job description since the role was last reviewed in 2009, members reviewed the Town Clerks salary.

The Town Clerk left the room for consideration of this item as it directly impacted on her salary.

RESOLVED that the report be received and that the Clerks position be regraded to an LC3 substantive post (including training increments) and that:

- i) Progression of two increments to SCP34 would take place with effect from 1st April 2020;
- ii) Progression of two increments to SCP36 would take place with effect from 1st April 2021;
- iii) Progression of two increments to SCP38 would take place with effect from 1st April 2022;
- iv) Progression to SCP41 by single increments would take place annually thereafter.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.