

STREET PARISH COUNCIL

Meeting of the Staffing Committee held on 11th September, 2023 at 10am

PRESENT: Councillor A. Sparkes (Chair)
Councillors: P. Birch; N.Howiantz and L. Wolfers

IN ATTENDANCE: B.Knickerbocker (joined via Microsoft Teams)
Miss Z. Leach – Acting Parish Clerk
Miss D.Price – Acting Deputy Clerk

APOLOGIES: Councillors: H.Shearer and D.Goater – reasons accepted

19. QUORUM

It was established that the meeting was quorate.

20. APOLOGIES FOR ABSENCE

Apologies were received from Councillor D. Goater and Councillor Shearer who had submitted some notes on the agenda to the Committee in advance of the meeting.

21. MINUTES

The minutes of the Staffing Committee meeting held on 10th July 2023, copies of which had been circulated with the agenda, were approved as a correct record and signed by the Chair.

22. MATTERS ARISING

RESOLVED:

that the Acting Clerk includes on the Full Council Agenda that the request to SLCC to grant an extension for completion of the CiLCA qualification has been granted.

23. OFFICER SALARIES

The Acting Clerk had circulated a paper prior to the meeting and shared a paper with the Committee setting out the various spine points and associated salaries.

The Acting Deputy Clerk gave a verbal presentation in support of her request for a salary increase.

Notes taken by Chair of Staffing whilst Officers asked to withdraw from Staffing Committee:

The Officers were asked to withdraw to allow discussion of wages and differentials to take place in light of the appointment of a new Clerk, the allocation of the duties of Responsible Financial Officer (RFO) to the Deputy Clerk (DC) and the increase of duties, both currently and in the future, of the

Assistant Clerk (Community Engagement) [ACCE] with due regard to the value added to the post.

Given the lack of fixed criteria giving a guide as to where on the salary scale to place employees, the discussion necessarily revolved around roughly matching the jobs to external comparators and the historical allocation of salary to a post within Street Parish Council.

To ensure a sensible differential between posts by the time we get to the Clerk position it was decided to discuss the spine point allocations from the most junior post to the most senior.

The ACCE remit for community engagement has been very successful, so much so that the job has grown beyond that envisaged by the Staffing Committee (SC) when the post was advertised.

The DC has taken on the role of RFO whilst “acting up” to the Clerk’s role since the previous Clerk retired, a role that attracts a very good salary on its own, in addition to their role as DC and the SC had decided that they should retain this role having shown their competence by delivering the annual accounts and audit.

RESOLVED TO RECOMMEND:

- A that the ACCE (current title) post be retained at scale point 27 thereafter rising to scale point 32 subject to satisfactory annual review.
- B that the DC/RFO would be retained at scale point 34 (2 points below the current salary as this will end when the “acting up” period expires) thereafter rising to scale point 39 subject to satisfactory annual review.

RESOLVED:

- A that given the above and reflecting the removal of the role of RFO from the Clerk post, the Council make a formal offer to the successful candidate of retention at scale point 36 (with a negotiating position of retention at scale point 37) thereafter rising to scale point 41 subject to satisfactory annual review.
- B that the ACCE job description and title be revisited to reflect both the current duties and extra duties that may remain from their “acting up” to the DC role following the retirement of the Clerk and those suited to the post such as fundraising and grant application.
- C that the Chair of Staffing produce a document which sets out the Council’s agreed staffing structure and bring back to a future Staffing Committee meeting.

At 11.05 am the Officers were recalled to the meeting and appraised of the SC’s agreed position and the Acting Clerk resumed clerking the meeting.

24 PROPOSAL FOR TEMPORARY CHANGE TO CURRENT PROCESS

The Chair of the Staffing Committee had prepared a draft motion for Council which was circulated to the Committee with the agenda for consideration.

Discussion followed about Officer workload and the added pressure of completion of the CiLCA qualification. The Council does not have the staffing resources to take on any new projects at this time.

It was highlighted that the structure of the Council committees/working groups will be reviewed at the upcoming implementation strategy meeting and the possibility of delegating certain powers to committees of the Council in order to streamline processes.

RESOLVED:

that the motion be put before Council at the Full Council meeting on Tuesday 19th September by Councillor Knickerbocker in the absence of Councillor Sparkes

RESOLVED TO RECOMMEND:

- A that Officers delegate tasks to Members where appropriate to alleviate workload – particularly for the upcoming events – Discover your Community, Remembrance Parade and Festive Market.
- B that the temporary worker continues to be employed through Fusion Recruitment until such time as the temporary worker is no longer required.

25. DATE OF NEXT MEETING

Thursday 12th October at 10am.

The meeting closed at 11:24am.

Chair _____