

THE IVERS PARISH COUNCIL

MINUTES OF A MEETING OF THE STAFFING COMMITTEE HELD ON MONDAY 17 OCTOBER 2022 AT 7.00PM AT JUBILEE PAVILION, HIGH STREET, IVER, SL0 9PW.

Present: Cllrs Ciarán Beary, Julie Cook, Vishal Gupta, Sarah Hutchins, Peter Kinchin, Wendy Matthews, Peter Stanhope, Michael Sullivan, and Graham Young.

Apologies: Cllr Vishal Gupta

In attendance: Louise Steele – Locum Clerk
Jeremy Day – Deputy Clerk (left when the meeting went into confidential session)

234/22 DECLARATIONS OF INTEREST

There were no declarations of interest.

235/22 PUBLIC PARTICIPATION

There was none

236/22. MINUTES

The minutes of the meeting held on 8th August 2022 were agreed as an accurate record of the meeting and signed as such by the Chair.

237/22 CHAIR'S ANNOUNCEMENTS

238/22 PERFORMANCE APPRAISAL

The Locum Clerk gave a brief oral update on her performance appraisal of the office-based staff and indicated that appraisal of the grounds staff would be undertaken by the Deputy Clerk over the winter months. The Locum Clerk also outlined the training undertaken by staff in the last year and the training that was to take place.

The Committee asked the Locum Clerk to convey to staff its congratulations on what has been achieved

**239/22 NATIONAL TERMS & CONDITIONS OF EMPLOYMENT VERSUS
LOCAL TERMS & CONDITIONS OF EMPLOYMENT**

The Locum Clerk reported on the difficulties caused by the fact that staff are employed on local terms and conditions. The problem lies in the lack

of a mechanism for determining any cost of living pay increase for staff. It is clear that previously such increases have been linked to negotiations at the former South Bucks District Council – but now that the unitary authority Buckinghamshire Council has been formed that new authority is working on harmonisation of the salaries of staff who have come from diverse predecessor authorities and it is difficult to perceive a model that the parish council can follow. The Locum Clerk suggested that following the National Joint Council (NJC) for Local Government Services for pay awards was an easier way forward.

The Locum Clerk advised that NALC has recently been reviewing terms and conditions for town and parish council staff and pending the outcome of that review she is unable to recommend a move to NJC terms and conditions. Councillors pointed out that changing terms and conditions would require staff consultation which might become protracted.

The Committee concluded that ideally it would like to move staff to the national pay scale and that advice should be sought from the Council's HR advisors before consulting staff. In the meantime a recommendation should be made to Full Council that the financial year 2022/23 a cost of living increase in line with that awarded by the National Joint Council (NJC) for Local Government Services should be awarded to all staff. It was likely that the NJC award would be £1,925 per person for the year.

240/22

COMMITTEE WORK PROGRAMME

It was agreed that the following items were to be added to the Committee's work programme:

- Health & Safety
- A Policy on Performance Appraisal

Further that discussion of the draft staff contract and employee handbook be brought to this Committee because the working group envisaged (minute 489/21 refers) had not got off the ground.

It was further agreed that the NALC Civility & Respect Project should be added to the agenda for Full Council.

241/22

EXCLUSION OF THE PRESS AND PUBLIC

It was **AGREED** to exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as the matters to be discussed were considered confidential.

242/22

EXAMPLES OF “MICRO-MANAGEMENT”

There was a discussion about how Councillors should interact with Council staff.

243/22

APPOINTMENT OF A NEW CLERK

The Locum Clerk reported that the shortlisted candidate had accepted a post elsewhere. It was agreed to commence another recruitment exercise immediately and to increase the salary offered to SCP 42-49 (depending on qualifications and experience) on the NJC scale and to make it clear that if an individual wished to undertake the Community Governance degree that would be supported. A budget of £1,000 was indicated for advertising costs.

Signed Chairman

Date