

**Minutes of the Staff Committee Meeting held on Friday 29th November
2024 at 6:00 pm at the Aldbury Memorial Hall**

Present: Cllr Webb (Chair), Cllr de la Bedoyere (Vice Chair) and Cllr Houghton

In Attendance: Gosia Turczyn (Clerk to the Council)

SC24/01 Apologies

To receive and accept apologies for absence.

There were no apologies for absence.

SC24/02 Interests

a) To receive declarations of interest from Councillors on items on the agenda.

No declarations were received.

b) To receive written requests for dispensations for declarable interests.

None.

c) To grant any requests for dispensation as appropriate.

None.

SC24/03 Minutes

To approve the minutes of the Staff Committee meeting held on 30th October 2023.

Resolved, PROPOSED BY Cllr Webb and SECONDED BY Cllr de la Bedoyere that the minutes of the Staff Committee meeting be approved as a correct record of proceedings and were to be duly signed by the Chair.

SC24/04 Exclusion of Press and Public

To resolve that under the Public Bodies (Admission to Meetings) Act 1960 S.1(2), the public and representatives of the press be excluded from the remainder of the meeting as publicity would be prejudicial to the public interest due to confidential nature of the business to be transacted, namely staff matters.

Resolved unanimously.

SC24/05 Local Government Services Pay Agreement 2024/25

1. To note the Local Government Services pay agreement on rates of pay applicable from 1st April 2024 to 31st March 2025 and to agree that the contractual pay rise (2024/25 NJC Pay Scale) is to be applied for the Clerk backdated to 1st April 2024.

Resolved, PROPOSED BY Cllr Houghton and SECONDED BY Cllr de la Bedoyere to apply £58.92 to the December payroll.

2. To note and agree Clerk's proposal to amend the contract of employment to reflect the salary be determined by the "substantive benchmark range" for small councils, as agreed by the National Joint Council for Local Government Services, which sets the post at Spinal Column Point (SCP). The Clerk's salary is currently being paid at SCP 25.

Resolved, agreed unanimously.

SC24/06

Staff Performance

To discuss personal development and any other matters relating to performance.

- a) The Committee noted that the Clerk had obtained her CiLCA qualifications in February 2024.
- b) It was noted that the Clerk has completed nearly five full years of service. After a discussion and receiving feedback from other members of the Council, it was determined that the Council is pleased with the Clerk's progress.
- c) The Committee identified areas for improvement and development, and the Clerk will explore training courses offered by HAPTC.
- d) The Committee agreed to a 5% pay raise effective from 1st April 2025. This raise will be presented for approval by the full Council during the December meeting, where the budget for 2025-26 will be discussed.

SC23/07

Next meeting

To agree a date for the next Staff Committee meeting.
To be confirmed.

SC23/08

Meeting close

The Chair closed the meeting at 6:40 pm.