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Attended by: Cllr Hayes, Cllr Griffiths, Cllr Anstice, Cllr Stockton & J O'Donoghue (Town Clerk)

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## STAFFING SUB-COMMITTEE MINUTES

### Meeting 1

#### 1. Appointment of Chair

**RESOLVED:** It was unanimously agreed to appoint Cllr H Hayes as Chair of the meeting.

#### 2. Apologies for absence

To receive apologies and consider acceptance

**NOTED:** There were no apologies.

#### 3. Declarations of interest

To note any declarations of interest

**NOTED:** There were no declarations of interest.

#### 4. Requests from the public to speak

Members of the public are invited to speak on items which are on the agenda

**NOTED:** No member of the public attended the meeting.

#### 5. To note the Terms of Reference for the Committee

**NOTED:** The Terms of Reference were noted.

#### 6. National Joint Council for Local Government Services (NJC) and the National Association of Local Councils (NALC)

To note the agreed rates of pay from April 2021

**NOTED:** The agreed rates of pay from April 2021 were noted.

#### 7. Exclusion press and public

To resolve, that in accordance with the provisions of Schedule 12A of the Local Government Act 1972, the public and press be excluded during consideration of items 8 and 9 due to the confidential nature of the items.

**RESOLVED:** It was unanimously resolved to exclude members of the press and public for consideration of the following item.

### PART B

#### 8. Staffing

To consider a confidential report provided by the Clerk and circulated to all members of the sub-committee.

**NOTED:** The report was noted. It was further noted that: the current cemetery clerk is planning to retire and that full training will be provided to the future cemetery clerk, by the outgoing clerk, at the hourly rate recommended below (9c) on an ad hoc basis; that the administrative assistant is prepared to consider additional hours to cover the role of cemetery clerk; that the salary scale of the administrative assistant will need to be reconsidered, at a future date, to reflect any changes to job description to include duties of cemetery clerk.

## 9. Salary scales

To recommend appropriate salary scales for all members of FTC team based on National Joint Council for Local Government Services (NJC) and the National Association of Local Councils (NALC) agreed rates of pay.

**RESOLVED:** It was unanimously agreed to recommend the following to PP&R Committee Meeting (to be held on 22<sup>nd</sup> August 2022):

- (a) Administrative Assistant to be placed on salary scale LC1 (7-12) on scale point 10 from April 2022 with annual increments (subject to satisfactory appraisal) to scale 12.
- (b) The job title of Administrative Assistant by changed to that of Administrative Officer with immediate effect.
- (c) Cemetery Clerk to be placed on salary scale LC1 (13-17) on scale point 15 from April 2022 with annual increments (subject to satisfactory appraisal) to scale 17.
- (d) Town Clerk to be placed on salary scale LC3 (37-41) on scale point 39 from April 2022 with annual increments (subject to satisfactory appraisal) to scale 41.

## 10. Close of meeting

The meeting closed at 6.50pm.