



# BEMBRIDGE PARISH COUNCIL

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## Minutes of the Staffing Committee meeting 10:00am 7<sup>th</sup> November 2023

Mark Rochell, Responsible Financial Officer to the Council

7<sup>th</sup> November 2023

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In Attendance: Cllr P Kenny, Cllr L White, Cllr Noyes, Cllr Stoddart-Stones

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### 10/23 Apologies for Absence

To receive apologies for absence

**Received:** None received

### 11/23 Declarations of Interest

To receive declarations of pecuniary or other interests relating to items on agenda.

**None Received**

### 12/23 Exclusion of Public and Press

To resolve that in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the following items, having due regard to the confidential nature of the business to be transacted.

**Resolved:** to exclude press and public.

### 13/23 Appraisals

- i) To receive updates on annual staff appraisals from Cllr Kenny and Cllr Stoddart-Stones.

**Received:** Draft appraisals for Lengthsmen and RFO to be distributed and finalised before end of week. Clerk appraisal to be held Wednesday 8<sup>th</sup> Nov and report to follow.

### 14/23 Budget

- i). To review Staffing budget 2024/25

**Reviewed:** NJC Pay Agreement for 2023/24 has been reached and relevant adjustments calculated. The agreed level of payment was fully allowed for in the 2023/24 budget.

- ii). To agree recommendations to be made to Finance & Governance Committee regarding Staffing budget 24/25.

**Resolved:** To recommend to Finance and Governance Committee:

- a). That the new NJC 'Green Book' pay agreement and adjustment for back dated pay to April 2023, be implemented in the November payroll as per staff contracts and LGA guidance.
- b). That the RFO's pay scale be increased from SCP 24 to SCP 28 in the November payroll following successful completion of the CiLCA qualification on 29<sup>th</sup> October.
- c). To discuss and implement changes within the current Lengthsmen team in order to ensure that cover is maintained throughout the entire week and improve communication between Lengthsmen and the office.

Meeting closed at 10:16am

DATE OF NEXT MEETING – TBC