

**ST CUTHBERT (OUT) PARISH COUNCIL  
MINUTES OF THE MEETING OF THE STAFFING COMMITTEE  
HELD ON MONDAY 17<sup>TH</sup> OCTOBER 2022 AT 7PM**

**PRESENT:** Cllrs J Baker; M Mitchell; G Pettitt; J Zorab.

**IN ATTENDANCE:** Ms Michele Exton (Parish Clerk); Mrs Lisa Pool (Deputy Parish Clerk).

**01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

There were no apologies.

**02. DECLARATIONS OF INTEREST**

**02.01.** No declarations of interest.

**02.02.** No requests for dispensations for disclosable pecuniary interests.

**02.03.** No requests for dispensation.

**03. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** To exclude the Public and Press from items 06, 07 and 08.

**04. PUBLIC QUESTION TIME**

No Members of the Public were present.

**05. MINUTES OF ST CUTHBERT (OUT) PARISH COUNCIL STAFFING COMMITTEE HELD ON MONDAY 18<sup>TH</sup> OCTOBER 2021**

**RESOLVED:** To approve the minutes of the Staffing Committee held on Monday 18<sup>th</sup> October 2021.

**06. ANNUAL APPRAISAL OF THE DEPUTY PARISH CLERK**

Following the Committee's review of the Deputy Clerk's workstreams, the meeting discussed areas that the Deputy is comfortable managing, areas which are challenging and potential solutions. The Clerk recommended that in recognition of the skills the Deputy has demonstrated throughout the year and her current responsibilities that the Deputy should be promoted to LC2 and her annual increment rise to SP21. Members are really happy with the Deputy's work and agreed with this recommendation.

**RESOLVED:** To recommend to the Finance & Scrutiny Committee to approve the Deputy Parish Clerk's annual increment from 1<sup>st</sup> April 2023 as SP21 as detailed in NALC's E01-22 2021-22 National Salary Award (dated 2<sup>nd</sup> March 2022) and shown on the draft Salary Schedule 2023/24 (subject to the current negotiations of the National Salary Award review following NALC's recommendations which will be reviewed via email).

**07. ANNUAL APPRAISAL OF THE PARISH CLERK**

Following the Committee's review of the Clerk's workstreams, Members agreed that they are really happy with the Clerk's work and agreed her annual increment should rise to SP30.

**RESOLVED:** To recommend to the Finance & Scrutiny Committee to approve the Parish Clerk's annual increment from 1<sup>st</sup> April 2023 as SP30 as detailed in NALC's E01-22 2021-22 National Salary Award (dated 2<sup>nd</sup> March 2022) and shown on the draft Salary Schedule

2023/24 (subject to the current negotiations of the National Salary Award review following NALC's recommendations which will be reviewed via email).

**08. STAFF WORKLOAD**

In view of the increasing workload that Staff are experiencing, including the increased workload associated with the Local Government Reorganisation (LGR), the meeting discussed the need for an extra Member of Staff. As the new Unitary Authority's vesting day is 1<sup>st</sup> April 2023 and increasing associated workloads are not yet fully known, it was agreed that the Staffing Committee should meet around March/April 2023 to review the Staff's workload and Continuing Professional Development (CPD).

**RESOLVED:** To recommend to the Finance & Scrutiny Committee that the budget for 2023/24 includes an extra Staff post to cover the current overload and the expected increases in workload associated with the LGR.

**09. DATE AND VENUE OF NEXT MEETING**

TBC.