



**Minutes of the Meeting of the Staffing Committee held on Tuesday 9<sup>th</sup> January 2024 at 7.30pm at Cuxton Pavilion.**

**Present:** Cllr Wilson (Chair), Cllr Porter, Cllr Thorley, Cllr Manning

There were no members of the public present.

**1) Apologies for absence**

None.

**2) Declarations of interest (DPI, conflict of interest and personal interests) and alterations to the Register.**

Cllr Thorley – agenda point 8.

**3) Minutes of meeting held on 5<sup>th</sup> September 2023 – for approval.**

One amendment required to the date of signature. Cllr Wilson proposed the minutes be otherwise accepted. Cllr Porter seconded this proposal. All councillors voted unanimously in favour of the proposal.

*It was resolved to accept these minutes as a true record of the meeting, with that one amendment made.*

**4) CLOSED SESSION (PUBLIC BODIES (ADMISSION TO MEETING) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC)**

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public are to be excluded from the Meeting.

Cllr Wilson proposed the press and public be excluded from the meeting. Cllr Manning seconded this proposal. All councillors voted unanimously in favour of the proposal. As no members of the public or press had attended, the meeting continued.

**5) Minimum wage increase for the street cleaners**

The clerk provided details of the forthcoming minimum wage increase and the impact that this will have on the street cleaner salaries for 2024/2025. A short discussion was held regarding the street cleaner grant, how it is allocated, and that CPC do not yet know what amount will be granted in 2024/2025. Cllr Wilson noted that this increase is a requirement and proposed that the clerk ensures the new figures are used for payroll from April 2024. This proposal was seconded by Cllr Manning. All Councillors voted in favour of the proposal.

*It was resolved that the clerk ensure these figures are used for payroll from April 2024.*

**6) To consider the ILCA Training of New clerk**

The clerk provided details of the ILCA course, approximate timescales and costs. Cllr Wilson stated that this was the first step in clerk qualification that the councillors had previously agreed they wanted. Cllr Porter suggested that it might not be pitched at the correct level and suggested going straight to CILCA. The clerk confirmed that Cilca qualification is only open to those who have been in post for one year, but hoped that completion of this course would make that an easier and potentially quicker process. The clerk also mentioned the FILCA course as possibility in the future.

Cllr Porter proposed that this course be authorised and started asap, to be completed within normal working hours with the clerk providing regular status updates to the chair of the staffing committee. This was seconded by Cllr Manning. All councillors voted unanimously in favour of the proposal. *It was resolved, pending full council approval, that the clerk will enrol on this course and give regular progress updates to the chair of the staffing committee.*

**7) To consider the pension provision of staff**

The clerk provided details of the pension scheme offered by CPC and details of each member of staff's status within it. It was confirmed that the new clerk wants to join the scheme and will complete the enrolment.

It was also noted that one of the street cleaners will meet the enrolment criteria by the March /April 2024. Figures and budget implications were provided for the pension contributions for these two members of staff for 20024/2025 year.

Cllr Thorley proposed the clerk enrol onto the pension scheme and to ensure that the other member of staff is auto enrolled when they have met the criteria. This was seconded by Cllr Wilson. All councillors voted unanimously in favour of the proposal.

*It was resolved, pending full council approval, that the clerk will enrol onto the pension scheme and ensure that the other member of staff is auto enrolled when they have met the criteria.*

**8) To consider the contract of the new clerk**

The clerk provided copies of the existing employment contract used by CPC and the new, model contract recently issued by NALC. Cllr Wilson noted that the KALC contract is new and up-to-date and will be considered the industry standard from now, she also liked that it covered many points including working from home. She noted that whilst the clerk works most hours in the office or at meetings, she does work some hours from home and asked her to look into the tax allocations for home workers in the future if required.

Councillors agreed that the new contract was superior from an employer perspective. A discussion was then held about the wording of specific clauses and whether they would need to be amended for CPC however, it was generally felt that the more closely a CPC contract resembled the industry standard the better for compliance reasons.

The clerk was then asked to leave the room whilst further contractual terms were discussed in depth. The clerk was then asked to return.

Cllr Wilson then proposed that the new NALC contract be accepted with two amendments for Cuxton Parish Council. (The amendments are the removal of the optional section about salary points being awarded as standard for completion of qualifications and the notice period being increased from 1 to 2 months.) This proposal was seconded by Cllr Porter. Cllrs Wilson, Porter and Manning all voted in favour of the proposal. Cllr Thorley did not vote.

*It was resolved, subject to full council approval, that the new NALC contract be accepted with two amendments for Cuxton Parish Council and then issued to the new clerk.*

**9) Information Exchange**

The clerk asked how to approach the 3-month, interim probation meeting due at the end of February. Cllrs asked her to speak to Cllr Wilson nearer the time about this matter.

**10) Members Future Agenda Items**

None

**The Chairman closed the meeting at 9.10 pm.**

**Signed**     *S. Wilson*                             **Chairman**

**On the**     **21st**     **day of**     **May**     **2024**