

# ROWLANDS CASTLE PARISH COUNCIL

Minutes of a MEETING of the STAFFING & REMUNERATION COMMITTEE 27.11.23

Monday 27 November 2022 at 11.00am  
The Church on The Green, Rowlands Castle PO9 6AB

*These Minutes are subject to approval by the Committee at its next Meeting*

PRESENT:

Cllr F Ball (Chair – see Item 1), Cllr S Donald, Cllr J Edwards and Cllr Y Haggard.

MINUTES:

Taken by Lisa Walker, Clerk to the Council

THE SAFETY ANNOUNCEMENT WAS MADE

**1. To Elect a Chair of the Committee**

The Clerk invited nominations for Chair of the Committee for the forthcoming year. The sole nominee having confirmed his willingness to serve, it was unanimously RESOLVED to elect Cllr Ball to the role and he took over as Chair of the Meeting.

**2. To Receive any Apologies for Absence**

There were no apologies for absence.

**3. To Receive any Declarations of Interest**

The Clerk declared her pecuniary interest in Items 6, 8 and 9 as an employee of the Council.

**4. To Receive and Confirm the Accuracy of the Draft Minutes of the Previous Committee Meeting held on 7 June 2019**

The Minutes (circulated previously) were unanimously CONFIRMED as an accurate record, and were duly signed by the Chair.

It was noted that Cllr Ball had in hand to draft a Lone & Home Working Policy for the Committee's consideration at its next Mtg.

**5. To Agree the following Committee Appointments:**

- Councillor to act as Clerk's prime 'Point of Contact' – AGREED as Cllr Ball
- Councillors to conduct the Clerk's Annual Appraisal – AGREED as Cllrs Ball and Edwards.

**6. To Review Council's Grievance and Disciplinary Policies in light of revision of the National Association of Local Councils' (NALC) model ones**

Members noted the original adopted policies, based on NALC models at the time, with draft amendments, based on NALC's revisions of those models (circulated previously). Members AGREED to defer adoption of both amended policies, pending further review by Cllr Ball and the Clerk to the Council.

**Action: Cllr Ball and Clerk to review draft amendments for further consideration at next Mtg**

**7. To Pass a Resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion regarding staff-related matters, where publicity might be prejudicial to the special nature of the business**

The Resolution was unanimously PASSED, though no members of the public or press were present.

*Although the bulk of the discussion under Items 8, 9 and 10 will remain the subject of a Confidential Note, the following is to be publicly minuted.*

**8. To Review the Recent Appraisal Reports on members of Council's Staff**

The 2 reports (circulated previously) were reviewed and no issues of concern identified.

**9. To Receive a Report on Staff Remuneration, and Agree Action thereon**

It was unanimously RESOLVED to: Recommend Council award its staff (excluding those on National Living Wage (NLW) who had a 9 % increase from 1 April) a pay increase in line with the National Joint Council for Local Govt's 2023 offer, back-dated to 1 April 2023; Award all staff an additional annual leave day for the current leave year, increasing the allowance from 21 to 22 days (pro rata) plus public/bank holidays. It was also AGREED to review the latter for the following leave year, commencing 1 April 2024.

Confirmed: .....Date: .....

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**10. To Receive a Report on the Parish Hall Administrative Officer's Additional Hours and any recommendations thereon**

The relevant information had not arrived in time for circulation to Committee members so no decisions were taken under this Item.

**11. Date of Next Meeting:** To be confirmed.

*The Meeting ended at 12.05pm*

During the course of the meeting (both part and whole) there were no members of the public or press present.

DRAFT