



PULBOROUGH PARISH COUNCIL

Swan View, Lower Street
Pulborough
West Sussex RH20 2BF
Telephone: 01798 873532
Email: clerk@pulboroughparishcouncil.gov.uk

**MINUTES OF THE MEETING OF THE FINANCE & POLICY
STAFFING SUB-COMMITTEE HELD ON THURSDAY 12TH JANUARY 2023
AT THE SPORTS PAVILION**

PRESENT: Cllrs: Clarke (Chairman), Hare and Kipp

IN ATTENDANCE: Mrs H Knight (Clerk)
1 Parish Councillor in public gallery (from Min. 10)

The meeting opened at 9.10pm

7. APOLOGIES FOR ABSENCE

All members were present.

8. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest by Members. The Clerk declared a pecuniary interest in item 5, Annual Salary Reviews, relating to her own salary. There were no changes to register of interests made.

9. MINUTES

It was **RESOLVED** to approve the Minutes of the Meeting held on Tuesday 19th April 2022 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

10. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted (staffing / personal data), the press and public be excluded from the meeting, and if present instructed to withdraw.

It was **RESOLVED** to approve that Cllr Ellis-Brown be permitted to observe the meeting, with a view to joining the sub-committee in future. The Clerk advised that the Terms of Reference would need to be amended to increase membership to 4. This would be put to the next Finance & Policy Committee for approval.

11. STAFF MATTERS REPORT

Members received a confidential, verbal report from the Clerk, covering:-

Staff Absences

Recent absences were noted and action to be taken by the Clerk **AGREED**;

National Pay Awards

Members noted the implementation of recent nationally agreed pay scale increases, which affected the salaries of the Clerk and Deputy Clerk, backdated to 1st April 2022, as per NALC advice (2nd November 2022). The national agreement increases all relevant payrates by a monetary amount of £1,925 across the board, so percentage increase differs depending on individual salaries. This equated to increases of 5.87% and 8.35% respectively for the Clerk and Deputy Clerk. It was noted also that the agreement introduced an additional 1 day of annual leave with effect from 1st April 2023, which would relate to the Clerk and Deputy Clerk posts.

Independent HR Advice/Contractor

The Clerk had undertaken some initial research into contracted HR service provision, which would aid her role in line managing all employees. Currently advice resources were available via the county/national association (WSALC /NALC) and the Society of Local Council Clerks. These were invaluable but not always promptly available. It was noted that quotes so far received were expensive, however it was **AGREED** that the Clerk continue to seek comparable quotes for further consideration.

Members discussed with the Clerk the current staffing structure and whether additional personnel resourcing might be needed. It was **AGREED** to keep in mind for future consideration the potential need for additional administrative support.

12. ANNUAL SALARY REVIEWS

Members reviewed individual staff salaries, noting recommendations from the Clerk regarding staff line managed by her, and that adequate budgetary allowance had been made. The new minimum wage being introduced from 1st April 2023 was noted.

Due to her personal and pecuniary interest, the Clerk left the meeting at the point at which Members reviewed the Clerk's salary, returning for the decision. Following discussion, it was **RESOLVED** to implement individual salary changes as discussed and agreed, as follows:

- Three non-office employees to receive pay increases ranging from 3% to 9.7%, backdated to 1st April 2022;
- One non-office employee salary to remain unchanged;
- The Clerk and Deputy Clerk to remain on the same SCP, unchanged;
- The Clerk to receive a one off bonus of £1500 for the financial year 2022-23.

The meeting closed at 10.25pm.

.....Chairman

.....Date