

Odcombe Parish Council Staffing Committee
Minutes of meeting held June 23rd at 10.00am

Attendees: Bob West and Dave Peters.

1. There were no apologies for absence.
2. There were no declarations of interest.
3. The minutes of the meeting held on 21st February were approved.
4. A resolution was passed to exclude members of the press and public from the meeting.
5. It was agreed that the clerk's current pay grade reflected his relevant skills and expertise but also that he was a new incumbent in the role without direct experience. It was subsequently agreed that in the light of an outstanding performance review demonstrating that the clerk is now working with complete competence in-role, he should be remunerated accordingly. It was therefore agreed that he should be paid on scale point 12 with effect from February 1st 2023.
6. It was agreed that the clerk's contracted hours should be increased from 7.5 hours to 9 hours weekly. It was also agreed that the clerk should record and report any additional hours worked over the allocated hours in order to be reimbursed accordingly.
7. Date of next meeting T.B.A.

PARISH COUNCIL OF ODCOMBE

MESSRS PETERS AND WEST – YOU ARE INVITED TO ATTEND A MEETING OF THE STAFFING COMMITTEE TO BE HELD AT 10.00 a.m. AT 7 CHERRY TREE LANE, ODCOMBE ON 23rd JUNE 2023

Terry Heath

Terry M Heath
Clerk
19th June 2023

1. **TO RECEIVE ANY APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST**
3. **MINUTES OF 21st FEBRUARY 2022**
Members are asked to RESOLVE to APPROVE the minutes of the Staffing Committee meeting held on 21st February 2022.
4. **EXCLUSION OF PRESS AND PUBLIC**
The staffing Committee will be requested to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (staffing).
5. **CLERK'S REMUNERATION AND HOURS OF WORK**
There is a requirement for the Council to review the Clerk's salary and hours of employment annually. It is noted that the National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services applies to the Clerk's contract. Recommendation to be made to the next full Council meeting.
6. **DATE OF NEXT MEETING**
To be advised