

Minutes of the Meeting of Personnel held in Doggetts Barn on 27 November 2023 at 11:00 am

Present: Cllrs. Angela Baker, Alan Layland, Margot McArthur (*Chair*), Stuart McGregor, Bob Todd
In attendance:
Meeting opened 11:04am.

1 To receive apologies for absence

Apologies for absence were received, noted and accepted from Cllr Gemmell Smith.

2 Declarations of interest or predetermination

None.

3 To confirm the minutes of the Committee meeting held 19 October 2023 (2023-0x-1-x)

Resolved: that the minutes of the Personnel Committee meeting held on 19 October be duly signed as a true and accurate record of the meeting; pages 2023-022-1-2.

4 Matters arising not covered elsewhere

Members unanimously,

Ratified: the appointment of the Open Spaces Officer - Maria Marto.

5 To discuss Personnel Issues

5.1 To receive update on staff attendance/absence for 2023/24

Members noted staff absence to date, 46 days, as well as the current long-term sickness of one employee. It was also noted that despite their current circumstances they had continued to carry out some Council work, this should be noted and paid as full days work and not as part of the sick leave allocation. The Clerk said that if the duration went beyond the sickness scheme allowance, this would be brought back to committee to consider.

5.2 Following the NJC Pay Award agreement for 2023-24, to receive an update on the budget for 2023-24 and 2024-25

Members received an update on the current budget (2023-24) and the budget for 2024-25. It was noted the the National Joint Council (NJC) for Local Government Services had reached an agreement on rates of pay from 1 April 2023 to 31 March 2024, this included removing of scale 1, which automatically moved the Grounds Apprentice to scale 2. Summary: **2023-24 budget** - expected savings £6,567. **2024-25 budget** - allowed £464,096, with the pay award it was now expected a deficit of £5,511 on budget. Members were asked how they would like to proceed. Members discussed and agreed it would be better to amend the staffing budget to allow for what was known/expected. Members,

Resolved: to recommend to full Council to increase the staff budget for 2024-25 to £469,607.

5.3 To consider staff remuneration in view of additional work loads during staff shortages period

11:12 am Town Clerk left the meeting.

Members,

Resolved: to award a one-off payment to the Town Clerk of £1,000 in recognition of the additional hours and extra work load she had undertaken during recent months.

11:20 Town Clerk rejoined the meeting.

Meeting closed 11:20