



St Andrews Parish Council

Draft Minutes of the Staffing Committee Meeting held on Wednesday 16th March 2022 held in the Parish Offices, Redhouse Community Centre, Frankel Avenue, Swindon at 6:30pm

Councillors Present: Jean Blake, Mary Friend, Vera Tomlinson (Chairman) and Paul West
Officer Present: Emma Sylvester
Public Present: 0

16. APOLOGIES

None

17. DECLARATION OF INTERESTS

None .

18. MINUTES RESOLVED

The minutes of the last meetings held on 24th November 2021 were approved as a true record and signed by the Chairman.

19. PUBLIC RECESS

No public present

20. NATIONAL SALARY AWARD 2021/22

- (i) Members noted that the National Joint Council for Local Government Services has agreed a new pay agreement applicable from 1st April 2021.
- (ii) **RESOLVED** to agree back payments to staff following the new pay agreement as detailed in the attached document in the Minute Book.

21. SALARIES

Members discussed salary increases for 2022/23 following agreed salary budget at Full Council in January 2022.

RESOLVED

To approve salary increases for staff from 1st April 2022 as follows:

Clerk and Grounds Maintenance Team Workers 1SCP increase effective from 1st April 2022

Redhouse Community Centre Caretakers hourly rate increase of 2.2 % increase.

22. VACANCY ASSISTANT TO THE PARISH CLERK

Members discussed the draft vacancy documents produced by the Clerk. The duties required were discussed and it was thought that a qualified clerk would be more suitable due to the responsibilities of the role. The Clerk advised that a higher salary would be required for a qualified Clerk and this would need to go to Full Council as there was no budget for this.

RESOLVED

To recommend to Full Council that a Deputy Parish Clerk is recruited and draft advert, job description and person specification are approved with payment of salary to come from SAPC Salary budget and General Reserves along with funds for laptop, mouse, desk, office chair and stationery.

23. REDHOUSE COMMUNITY CENTRE STAFF UPDATE

The Clerk reported that the vacancy of Casual Caretaker had now been filled

The meeting closed at 7:14pm.

Chairman _____

Date _____