



St Andrews Parish Council

**Draft Minutes of the Staffing Committee Meeting
Held on Wednesday 24th January 2024 at 6:30 pm
at The Parish Offices, Redhouse Community Centre, Swindon**

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

10. APOLOGIES FOR ABSENCE
Cllr Daniel Adams

11. DECLARATION OF INTERESTS
None were declared.

12. MINUTES
RESOLVED
To approve the minutes of the last meeting held on 14th June 2023 as a true record and to be signed by the Chairman

13. PUBLIC RECESS
No public present

14. STAFF ISSUES
(i) Members noted that the Deputy Clerk had passed her CiLCA qualification in October 2023.
RESOLVED
to agree an increase of 1SCP backdated to October 2023.
(ii) The Chairman reported on correspondence received from the Deputy Clerk.
RESOLVED
for the Deputy Clerk to work at home at least one day per week for the time being.

15. LIVING WAGE
Members noted that the Living Wage had been increased for April 2024.
RESOLVED
to make changes to salaries in the next agenda item.

16. STAFF SALARIES
Members considered salaries for 2024/25.
RESOLVED
To make the following increases to salaries:
Deputy Clerk - 1SCP
RCC Caretakers – 50p per hour which would bring the salaries above the Real Living Wage.
RESOLVED

to budget for a 3% rise for members of staff who are on NJC pay scales for 24/25. This would be confirmed after the parish council was made aware of the National Pay Agreement figures.

17. CARETAKER VACANCY

Members discussed the starting salary for the caretaker vacancy.

RESOLVED

To set the starting salary at £11.80 per hour and then increase by 50p per hour following successful completion of the probation period which is at present 3 months.

18. UNPAID LEAVE

Members reviewed the draft Sickness and Absence Policy regarding unpaid annual leave.

RESOLVED

To approve the Sickness and Absence Policy with the additional paragraph:

If an employee has used up all their annual entitlement during the year and wishes to take leave they may request a limited amount of time from the following year's allowance subject to formal approval by the Chair of the Parish Council in consultation with the employee's line manager.

The meeting closed at 7:07 pm.

Chairman _____

Date _____