

## ADDERBURY PARISH COUNCIL – STAFFING COMMITTEE

### MINUTES OF THE STAFFING COMMITTEE MEETING HELD AT CHURCH HOUSE, HIGH STREET, ADDERBURY ON WEDNESDAY 16 APRIL 2025 AT 7.30PM

**PRESENT:** Councillors Jacky Atkinson, Diane Bratt, Oliver Ighani and Rachel Moffat.

Ann Lyons was also present on an advisory basis.

**1/25 Appointment of Chairman 2024/2025** – Councillor Diane Bratt asked for nominations for the position of Chairman for 2024/2025.

**Resolved** that Councillor Oliver Ighani be appointed as Chairman of the Staffing Committee for 2024/2025.

**2/25 Declarations of Interest** - There were no declarations of interest.

**3/25 Minutes** - The minutes of the meeting held on 21 March 2024 were taken as read, duly adopted and signed by the Chairman.

**Resolved** that the minutes of the meeting held on 21 March 2024 be approved.

**4/25 Matters Arising from the Minutes of 21 March 2024** – There were no matters arising.

**5/25 Public and Press**

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 6/25 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**6/25 Staffing** – Prior to the meeting, information on the Annual Performance Review for 2024/2025 for the Clerk and Responsible Financial Officer had been circulated to the Committee.

The Clerk was currently on Grade SCP 32 (LC2) and it was proposed by Councillor Diane Bratt and seconded by Councillor Oliver Ighani, that the Clerk be progressed to SCP 33, (LC3) from 1 April 2025. This was agreed unanimously.

It was noted that later in the year, when pay negotiations had been concluded and an agreement had been reached with the unions, there would be a percentage increase on the pay scales and back pay would be awarded to the Clerk and Responsible Financial Officer. This was normal practice in Local Government.

The Committee thanked the Clerk for all her hard work.

**Resolved** that:

- (1) the Performance Review for 2024/2025 be approved;
- (2) the Clerk and Responsible Financial Officer be awarded an incremental rise to point 33 on the NJC pay scales, from 1 April 2025; and
- (3) the Clerk and Responsible Financial Officer's contract be amended to reflect the new pay grade LC3 (SCP 33-36) from 1 April 2025.

**Action TG**

(Meeting closed 7.00pm)

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Chairman