



# GORING-ON-THAMES PARISH COUNCIL

## Minutes of a Meeting of the Staffing Committee of the Goring-on-Thames Parish Council

Monday 16<sup>th</sup> May 2022 at 19:00 at Gardiner Pavilion

### Public Session – Prior to the Start of the Meeting

No Comments were received.

### Members Present:

Chairman	Cllr Bryan Urbick (BU)
Members	Cllr David Brooker (DB)
	Cllr Emma McCorkell (EM)

### Officers Present:

Clerk	Laura White (LW)
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Public and Press:	1
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### Meeting started 19:00

#### 22.02.1. To elect a Chairman of the Committee

**Resolved:** Approved to appoint Cllr B Urbick, Unanimous.

#### 22.02.2. To receive Chairman's acceptance of office

The Declaration of Acceptance of Office was signed before the Clerk, and received by the Council.

#### 22.02.3. To receive apologies for absence and to approve the reasons given. (LGA 1972 s85(1))

None

#### 22.02.4. Declarations of Interests (LA 2011 s31)

None

#### 22.02.5. To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.

*Reason: Confidential business relating to engagement. terms of service, conduct or dismissal of employees.*

**Resolved:** Approved to temporarily exclude the public and press, unanimous.



## **GORING-ON-THAMES PARISH COUNCIL**

**22.02.6. Noting the Council is registered with the Local Government Pension scheme, in accordance with the staff contract, approve registration of any Clerk or Assistant Clerk working for the Council, regardless of whether they meet the threshold for automatic pension enrolment.**

**Resolved:** Approved to allow any Clerk or Assistant Clerk employed by the Council to be registered with the LGPS, Unanimous.

**22.02.7. To consider a report from the Clerk regarding all Staff hours and Salary for the Financial Year 2022-2023, and approve proposal to the Council. Confidential Papers**

**Resolved:** Approved Unanimously to make the following recommendation to the Council:

Current Clerk: SCP 29, 25 hours per week, maximum 5hours overtime

Assistant Clerk: SCP 9, 13.5 hours per week total, to include any after 8pm, or weekend working uplift.

Facilities Assistant: SCP 08, Role Rescoped to SCP7-12, 35 hours per month, including any after 8pm, or weekend working uplift.

Litter Picker: National Living Wage; 7 hours per week.

Archivist: SCP6; should additional work be offered (NOTE: Zero Hours Contract)

Pavilion Cleaning: £12 per hour, 5 hours per week, outsourced.

Future Clerk: SCP 24-28, 20 hours per week, up to 10 hours overtime per week, as required.

Uplifts back dated to 1<sup>st</sup> April 2022 for Assistant Clerk and Facilities Assistant.

**22.02.8. Matters pertaining to the Resignation of the Clerk & Responsible Financial Officer**

**22.02.8.1. To review the proposed Clerk & RFO Job Description; Person Specification & Advert, agree any changes for proposed approval at the Council meeting following.**

**Appendix A**

**Resolved:** Approved Unanimously to submit to the Council as written with the following changes:

- PayScale SPC 24-28 amendment to 20 hours + 10 hours overtime
- Change advert closing date to 6<sup>th</sup> June, planned interviews for 9-10<sup>th</sup> June.
- Change the person specification to experience of dealing with the public.

**22.02.9. To confirm the time and date of the next meeting will be agreed as needed by e-mail between the committee members, in conjunction with the Clerk.**

**Resolved:** Approved Unanimously



## GORING-ON-THAMES PARISH COUNCIL

**22.02.10. To approve the minutes of this meeting.**

The committee read the minutes of this meeting.

**Resolved:** It was unanimously agreed the minutes were an accurate record of the meeting and they were duly signed.