

BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO
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Minutes of the Barrowby Staffing Committee Meeting held on Tuesday 28th November 2023 at the Reading Room and Chestnut Grange, Rectory Road.

No members of the public were in attendance.

MEETING OPENED: 7.30pm

1. ELECTION OF CHAIRMAN (23/001)

- 1.1 It was **RESOLVED** to approve Councillor McConnell-Good as Chairman and she confirmed her acceptance of the position.

2. WELCOME REMARKS BY CHAIRMAN (23/002)

- 2.1 The Chairman welcomed Members to the meeting and thanked them for their attendance. Those in attendance: Councillors Lees, Marriott, McConnell-Good and the Clerk Mrs Moss.

3. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN (23/003)

- 3.1 Apologies were received and accepted from Councillor Footitt.

4. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (23/004)

- 4.1 There were no expressions of interest or requests for dispensation.

5. APPROVAL OF MINUTES (23/005)

- 5.1 It was **RESOLVED** to approve the minutes of the Staffing Committee meeting on 6th February 2023.

6. STAFFING MATTERS (23/006)

- 6.1 It was **RESOLVED** to approve to move into closed session in accordance with the Public Bodies Act 1960, due to the confidential nature of matters to be discussed regarding staff contracts and pay.
- 6.2 It was **RESOLVED** to approve a change in employment contracts to include the period between Christmas and New Year as part of employee's annual leave entitlement and the wording of the notice to be sent to employees.
Action: Clerk to let employees know about the change in contracts and add an addendum to all Contracts.
- 6.3 Members noted the new agreed 2023/2024 NJC Pay Scales as distributed by LALC and arrangements for payment backdated to 1st April 2023.
- 6.4 Members reviewed the pay scales for employees and **RESOLVED** to approve an increment for the Assistant Clerk.
Action: The Clerk to advise the Assistant Clerk and the payroll company of the increase in the hourly rate.

7. STAFF HOLIDAYS (23/007)

- 7.1 Members received an update on staff annual leave and noted the advance notice of extended leave request for November -December 2024 from the Assistant Clerk.
Action: The Clerk to acknowledge the advanced notice of annual leave from the Assistant Clerk.

8. CLOSED SESSION (23/008)

- 8.1 It was **RESOLVED** to move back into public session.

9. DATE FOR NEXT MEETING (23/009)

- 9.1 Tuesday 30th January at 7pm.
The meeting closed at 9.11pm.