

MUCH WENLOCK TOWN COUNCIL

Minutes of a
HR COMMITTEE MEETING
held at the Corn Exchange, Much Wenlock
at 6.30pm on Thursday, 10th February 2022

Present: Councillors David Fenwick, John O'Dowd and Daniel Thomas (in the chair)

In attendance: Trudi Barrett – Town Clerk

1) Disclosure of Pecuniary Interests

Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the Register of Members' Interests maintained by the Monitoring Officer.

None declared.

2) Dispensations

None requested.

3) Minutes

It was **RESOLVED** to approve the minutes of the HR Committee meeting held on 23rd September 2021.

Public Bodies (Admission to Meetings) Act 1960

Pursuant to Section 1(2) of the above Act it was **PROPOSED, SECONDED** and **RESOLVED** that due to the confidential nature of the business to be transacted the public and press should not be present.

4) Staff Appraisals

Members reviewed and **RESOLVED to approve the appraisals for employees carried out in autumn 2021.**

5) Probationary Period

Members noted the completion of the probationary periods for two employees and **RESOLVED to confirm the permanent employment with the Town Council of the Guildhall Custodian and the Cleaner.**

6) Annual Leave

Members considered the report regarding outstanding annual leave for administrative staff for the year 2021/22.

It was **RESOLVED to approve the following recommendations:**

- a. Employees will make best efforts to take as much annual leave as possible by the end of March 2022.
- b. Each employee concerned will be permitted to carry forward one week of annual leave into the 2022/23 leave year.
- c. Each employee concerned will be permitted to carry forward any other remaining leave up to the end of June 2022.
- d. Each employee concerned will be offered payment for untaken leave in the 2021/22 allowance.

7) Employee Rates of Pay

- a. Members noted that agreement had yet to be reached on Local Government pay for 2021/22 but that the National Employers had confirmed the final pay offer for Council staff was for an increase of 1.75% on all NJC pay points 2 and above from 1st April 2021.
- b. **It was RESOLVED to implement the Local Government pay increase for 2021/22, when agreed.**
- c. Members considered rates of pay for employees for the financial year 2022/23, taking into account the increase in the National Living Wage for those aged 23 and over from £8.91 per hour to £9.50 per hour from April 2022.

It was RESOLVED to approve the pay scales proposed for 2022/23 in the confidential report, with the following amendments:

- an increase of two scale points from SCP 23 to SCP 25 for the RFO, upon successful completion of the CiLCA qualification.
- an increase to SCP 16 for the Administrative Assistant, in recognition of additional responsibilities.

The meeting closed at 7.45pm.

Signed:
Chair

Date: