



Notice of the Next Staffing Committee Meeting

To all members of the Staffing Committee,

You are hereby summoned to attend the following Staffing Committee meeting of Yeovil Without Parish Council on **Wednesday 16th March 2022 commencing at 6.00 pm.**

This meeting will be held at Wyndham Park Community Hub, in the conference room. 80 Great Mead, Yeovil. BA21 5EG

Committee Members will be discussing all the items listed on the Agenda.

Yours Sincerely,

Clerk to the Council - 10th March 2022

AGENDA

- 1. Election of Chair**
To elect a Chair of the Staffing Committee for the municipal year 2021/22
- 2. Election of Vice Chair**
To elect a Vice-Chair of the Staffing Committee for the municipal year 2021/22
- 3. Apologies for absence**
Council to receive apologies for absence and consider the reasons given.
- 4. Declaration of interest**
Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations.
- 5. Minutes**
To approve the minutes of the committee meeting of the 18th February 2021.
- 6. National Joint Council – Local Government Services Pay Award 2021/22**
To agree the pay award for 2021/22 of 1.75% backdated to April 2021

Confidential Items

The Committee will be requested to pass a resolution excluding the press and



public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

- 7. Benchmarking of the Clerk/RFO's Role**
To receive the consultant's report regarding the benchmarking of the Clerk's Role.
- 8. Staffing Appraisal**
To conduct the annual appraisal alongside the Clerk & RFO
- 9. Clerk/RFO Role Review**
To conduct the review on the role of the Clerk & RFO

END OF AGENDA



MINUTES of the Staffing Committee meeting of Yeovil Without Parish Council, held virtually on zoom on Thursday 18th February 2021 (7pm – 8.01pm)

Present

In the Chair: Cllr Colin Rose
Councillors: Cllrs Graham Oakes, Iris Cotton
Officers: Dan Ledger
Members of the Public: None

Note: All attendees accessed the meeting remotely and could be either seen and/or heard

SC1/21 Apologies

No apologies were received.
Not present – Cllr Alfred Hill.

SC2/21 Declarations of Interest

No declarations were made.

SC3/21 Minutes

The minutes of the meeting held on 2nd September 2020 were approved as a true record subject to a minor amendment under item SC2/20 – Apologies, the wording used need amending for receiving apologies of members not on committee. This was agreed and the minutes approved.

The Chair moved and the Committee **RESOLVED** that in accordance with the Council's **Standing Order 3 (d)** & pursuant to the **Admission to Meetings Act 1960 Section 1(2)** press and public would be excluded from the meeting during the discussions of item 4 on this agenda as there was likely to be disclosure of confidential information.

The Chair moved to suspend standing orders and reorder the agenda to make for a more constructive debate, members of the committee agreed. It was therefore **RESOLVED** to follow the agenda in the following item order 6,7,4,5.

SC4/21 Clerk/RFO's Appraisal

The Committee worked through the appraisal document with the Clerk. Section 1 had been filled in by the Clerk ahead of the meeting and circulated to all committee members. Section 2 was completed by all 3 appraisers before the meeting. Section 3 was a joint exercise between both parties at the meeting. The appraisers went through their rationale for their comments in section 2 and set objectives to the Clerk/RFO for the next 6 months. These were all agreed by the Clerk and the appraisal was signed by all parties.

Committee **RESOLVED** to **RECOMMEND** approval of the Clerk/RFO's appraisal to Council.
(proposed Cllr Graham Oakes; seconded Cllr Iris Cotton)

SC5/21 Clerk/RFO Probation Period

The Committee **RESOLVED** to **RECOMMEND** to Council that the Clerk had successful passed their probation period.

SC6/21 Mechanisms for the Approval of Employee Additional Hours

In light of discussions arising from the appraisal, Committee **RESOLVED** to **RECOMMEND** to Council that:

1. the position of Clerk/RFO at Yeovil Without Parish Council be made into a salaried position.
2. The Clerk would increase their hours to 37 hours per week.
3. No additional hours would be claimed for by the Clerk/RFO from 1st April 2021. Time in lieu would be accepted for hours worked in addition to the standard 37 hours. No time in lieu could be carried over into the following year.
4. All changes to come in effect from 1st April 2021.

(proposed Cllr Graham Oakes; seconded Cllr Iris Coton)

SC7/21 Benchmarking of Clerk/RFO’s Role

The Committee **RESOLVED**:

1. To use the delegations set out under the Staffing Committee’s Terms of Reference to accept the quotation received and to conduct a benchmarking exercise of the Clerk/RFO role.
2. That this benchmarking would not be conducted again in the next 10 years unless significant changes occurred to the job description or role of the Clerk/RFO.

(proposed Cllr Iris Coton; seconded Cllr Graham Oakes)

The meeting closed at 8.01pm.

Signed:(Chair) Date:

2 MARCH 2022

E01-22 | NATIONAL SALARY AWARD 2021/22

The National Association of Local Councils has been informed that the National Joint Council for Local Government Services (NJC) has agreed the new rates of pay applicable from 1 April 2021. They state:

Pay Agreement has been reached on rates of pay applicable from 1 April 2021.

Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2021

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2021 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of www.lgpsregs.org.

The annex below lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be applied from 1 April 2021.

Annex 1

SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	£17,842	£9.27	£18,333	£9.53	Below LC Scale (for staff other than clerks)
2	£18,198	£9.46	£18,516	£9.62	
3	£18,562	£9.65	£18,887	£9.82	
4	£18,933	£9.84	£19,264	£10.01	
5	£19,312	£10.04	£19,650	£10.21	
5	£19,312	£10.04	£19,650	£10.21	LC1 (5-6) (below substantive range)
6	£19,698	£10.24	£20,043	£10.42	LC1 (7-12) (substantive benchmark range)
7	£20,092	£10.44	£20,444	£10.63	
8	£20,493	£10.65	£20,852	£10.84	
9	£20,903	£10.86	£21,269	£11.05	
10	£21,322	£11.08	£21,695	£11.28	
11	£21,748	£11.30	£22,129	£11.50	
12	£22,183	£11.53	£22,571	£11.73	
13	£22,627	£11.76	£23,023	£11.97	LC1 (13-17) (above substantive range)
14	£23,080	£12.00	£23,484	£12.21	
15	£23,541	£12.24	£23,953	£12.45	
16	£24,012	£12.48	£24,432	£12.70	
17	£24,491	£12.73	£24,920	£12.95	
18	£24,982	£12.98	£25,419	£13.21	LC2 (18-23) (below substantive range)
19	£25,481	£13.24	£25,927	£13.48	
20	£25,991	£13.51	£26,446	£13.75	
21	£26,511	£13.78	£26,975	£14.02	
22	£27,041	£14.05	£27,514	£14.30	
23	£27,741	£14.42	£28,226	£14.67	
24	£28,672	£14.90	£29,174	£15.16	
25	£29,577	£15.37	£30,095	£15.64	
26	£30,451	£15.83	£30,984	£16.10	
27	£31,346	£16.29	£31,895	£16.58	
28	£32,234	£16.75	£32,798	£17.05	

SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
29	£32,910	£17.10	£33,486	£17.40	LC2 (29-32) (above substantive benchmark range)
30	£33,782	£17.56	£34,373	£17.87	
31	£34,728	£18.05	£35,336	£18.37	
32	£35,745	£18.58	£36,371	£18.90	
33	£36,922	£19.19	£37,568	£19.53	LC3 (33-36) (below substantive range)
34	£37,890	£19.69	£38,553	£20.04	
35	£38,890	£20.21	£39,571	£20.57	
36	£39,880	£20.73	£40,578	£21.09	
37	£40,876	£21.25	£41,591	£21.62	LC3 (37-41) (substantive benchmark range)
38	£41,881	£21.77	£42,614	£22.15	
39	£42,821	£22.26	£43,570	£22.65	
40	£43,857	£22.79	£44,624	£23.19	
41	£44,863	£23.32	£45,648	£23.73	LC3 (42-45) (above substantive benchmark range)
42	£45,859	£23.84	£46,662	£24.25	
43	£46,845	£24.35	£47,665	£24.77	
44	£48,017	£24.96	£48,857	£25.39	
45	£49,213	£25.58	£50,074	£26.03	LC4 (46-49) (below substantive range)
46	£50,451	£26.22	£51,334	£26.68	
47	£51,702	£26.87	£52,607	£27.34	
48	£52,843	£27.47	£53,768	£27.95	
49	£54,323	£28.23	£55,274	£28.73	LC4 (50-54) (substantive benchmark range)
50	£55,684	£28.94	£56,658	£29.45	
51	£57,071	£29.66	£58,070	£30.18	
52	£58,975	£30.65	£60,007	£31.19	
53	£60,873	£31.64	£61,938	£32.19	
54	£62,779	£32.63	£63,878	£33.20	

SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
55	£64,699	£33.63	£65,831	£34.22	LC4 (55-62) (above substantive benchmark range)
56	£66,594	£34.61	£67,759	£35.22	
57	£68,513	£35.61	£69,712	£36.23	
58	£70,394	£36.59	£71,626	£37.23	
59	£72,178	£37.51	£73,441	£38.17	
60	£74,000	£38.46	£75,295	£39.13	
61	£75,865	£39.43	£77,193	£40.12	
62	£77,783	£40.43	£79,144	£41.14	

*** Hourly Rates**

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours.