

FAWLEY PARISH COUNCIL

Minutes of the Policy, Resources and Personnel Committee of Fawley Parish Council held on Wednesday 27th July 2022 at 7pm in the Jubilee Hall, Fawley.

Present:

Councillors: Dan Poole (Chairman), Alan Alvey (Vice-Chairman), Allan Glass, Barry Coyston, Alexa Carcas, Brian Hall, Matthew Hartmann, Shay Milgate, Josie Poole,

Apologies: Councillors Paul Saunders, Bev Thorne and Chas McGill

Absent: Councillors Sally Read, Ken Smith and David McElhenny

In attendance:

Reg Williams, Local Council Consultancy and Stephanie Bennett, Clerk to the Council

076/22 DECLARATIONS OF INTEREST

No declarations were made.

077/22 PUBLIC SESSION

There were no members of the public present

078/22 CHAIRMAN ANNOUNCEMENTS

The Chairman had no announcements

079/22 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that

the Public and Press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential

080/22 SALARY REVIEW

Reg Williams presented his report and confirmed that staff had completed an evaluation questionnaire and undertaken 1 to 1 interviews with Reg; in the case of the reception staff the questionnaire and meeting had been undertaken collectively. Reg explained the methodology involved in creating his recommendations for all roles and clarified how the information was benchmarked to the role of the Clerk using the Scoring Chart. Reg also clarified that the evaluation of the Clerk role involved questionnaire input only as Reg had knowledge of the role following the appointment process recently undertaken.

It was also stressed that staff were, with the exception of one postholder, positive about the salary review.

Councillors also considered the financial impact assessment of the Clerk and noted the potential workforce budget savings that would be considered at the next meeting in August.

The anticipated cost to the Council of implementation of the salary review is £31,000.

RESOLVED that

- a. the changes proposed in the report be agreed
- b. the financial impact of the decisions taken at a. be noted
- c. the Council ceases the practice of employing staff via zero hours contracts
- d. two Youth Support workers be moved from the JNC grades to the NJC grading structure to ensure uniformity of approach across the Council
- e. all posts employed by the Council will be employed via the NJC grading / SCP / salary structure as produced annually.
- f. subject to satisfactory performance development outcome undertaken annually, staff will progress through grades, where applicable, until the top of grade is reached
- g. it be recognised that following the notification of the evaluation process staff appeals may be lodged
- h. staff be moved to their reviewed rate of pay as soon as acceptance of their revised salary level proposal is agreed
- i. that payment of any backpay due is paid only after all appeals have been heard and accepted
- j. it be recognised that should any staff member seek a legal challenge against the review outcome in relation to their post then costs to the Council will likely escalate quickly
- k. notes that the process has undergone an independent peer review

The Meeting closed at 8.15pm

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Chairman

Next meeting 17th August 2022, 7.00pm