

ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held at the Claytawc Centre on Tuesday
the 7th November 2023 at 8.45 pm.

Present: Cllr Burnett, Cllr Kelsey, Cllr Edmunds.

In Attendance: Lynn Clarke, Parish Clerk, Tracey Hutton Senior Office Administrator.

S36/23 Apologies

Cllr Harwood. Apologies approved. All present in favour.

S37/23 Declarations of Interest

Cllr Kelsey declared an interest in item 5 on the agenda as she knows one of the applicants.

Standing Order 1c

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'

S38/23 To adopt the minutes of the Staffing Committee Meeting held on the 3rd October 2023.

It was **Resolved** to adopt the minutes. All present in favour

S39/23 Matters arising from the last meeting.

None.

S40/23 To approve the decision of the interview panel for the appointment of a relief maintenance operative.

Deferred.

S41/23 To approve a date for Cllrs to review the personnel files and review management of the pension scheme.

Resolved for the Chair and Vice Chair to undertake the review prior to the next consolidated meeting. All present in favour.

S42/23 To approve a date for the review of the GDPR management within the office.

It was **Resolved** to add this to the quarterly internal audit. All present in favour.

S43/23 To review staff salaries.

The Clerk informed that the pay rates for 2023-2024 have been agreed. These were noted and approved by those present. The Committee **Resolved** to back pay the increase from April 23 in the December pay run.

It was noted that for budget purposes pay scales required a review.

The Clerk and the Administrator left the room for the committee to discuss the matter.

It was **Resolved** to increase the permanent Maintenance Operatives wages onto the Spinal Point system starting at SPC 2 from April 2024. The Relief Maintenance operative's wages will increase in line with minimum wages. To be reviewed in line with duties / responsibilities. Senior Office Administrator's hourly rate to be increased by 2 spinal points from the 1st April 2024.

Clerk / RFO's hourly rate to be increased by one spinal point from 1st April 2024.

All present in favour.

There being no other business the Chair closed the meeting at 08.45 pm.

Signed.....Date.....

Chair of the Staffing and GDPR Committee Meeting