

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

30th November 2022.

To Members of the Staffing Committee

Councillors Liz Burns, Stephen Giles-Medhurst (Chairman), Jane Lay, David Major, Robin Powell, and John Swallow.

The next meeting of the Staffing Committee will be held at the above address on Wednesday 7th December 2022 at 9:00 am, when your presence is summoned for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Isabel Montesdeoca

Chief Officer & Clerk to the Council

AGENDA

1. Apologies for Absence
To receive and accept apologies for absence.
2. Declarations of Interest
To receive declarations of interest in items on the agenda.
3. Public Participation
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
4. To confirm the Minutes of the Meeting held on 19th October 2022 (Enclosed^[1]).
5. Salary Review
To consider annual salary review. (Clerk's report item 1)
6. Staff Training & Development Policy
To consider a draft of the above for adoption. (Enclosed^[1])
7. Recruitment Update
To note Clerk's update on recruitment. (Clerk's report item 2)

^[1] *Committee members only, others on request.*

Abbots Langley Parish Council
Chief Office & Clerk's Report - Staffing - December 2022

1. Salary Review

a. 2022-2023 Pay Review

The NJC pay agreement approving a salary increase of £1,925 on all pay scales and 4.04% increase on allowances has now been communicated to all employees and will be paid (including arrears) in the December payroll.

b. 2023-2024 Pay Review

The NJC pay agreement for 2022-2023 also included an additional day of annual leave for all staff, plus the removal of the SCP1 pay scale to keep in line with the national living wage. The cost of this has been factored into the 2023-2024 budget.

The NJC pay negotiations have not yet started for 2023-2024 so a placeholder salary increase of 5% for all staff and a 5% increase on allowances has also been factored into the 2023-2024 budget.

c. Casual Staff Bank Holiday Rate

At present, the Casual Staff contract pays Bar Staff 1x hourly wage on weekdays and 1.5 x hourly wage on weekends. The contract does not provide any additional pay to Casual Staff asked to work on a bank holiday as can happen, for example, on New Year's Eve for an event. This discrepancy has been addressed in the past through the addition of a non-contractual flat fee payment of a £25 per casual employee.

Officers propose standardising the hourly rate paid to Bar Staff working on a bank holiday to 2x normal rate. This is consistent with the rate paid to permanent Council staff. This change would not include an increase in the holiday accrual calculation. The impact of this to the budget is negligible as it is roughly equivalent to the flat fee payments done in the past but is a more transparent approach if audited.

2. Recruitment Update

We have had a resignation from the Works Team due to personal circumstances. A vacancy will be advertised in December to try and fill the position as soon as possible.

Isabel Montesdeoca
Clerk to the Council
30th November 2022