

# MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 23RD NOVEMBER 2022 AT 7.34PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.

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## Committee Members present:

S Buck (Chairman), B Collier, A Cooper, M Cooper, S Hayes, J Hyde, D Matthews, J Smith

## Also present:

K Elliott-Turner, Town Clerk

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### **84/22 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor B Saunders.

### **85/22 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA AND REQUESTS FOR DISPENSATIONS**

There were no disclosures of interests or requests for dispensations. Members were reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

### **86/22 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

### **87/22 MINUTES OF PREVIOUS MEETING**

**RESOLVED** that the minutes of the Establishment Committee meeting held on 28th September 2022 are confirmed as a correct record.

### **88/22 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Nothing to report.

### **89/22 REVIEW OF ACTIVITIES AND EXPENDITURE PRIOR TO CONSIDERING ESTIMATES**

Nothing of note.

### **90/22 COMMITTEE BUDGET SETTING 2023/2024**

Members were previously provided with a copy of the figures for the first six months of the current financial year and undertook an appraisal before the estimates of the general running costs for the committee were considered.

#### Estimate figures for 2023/2024

Estimated running costs:	£353,420
Less estimated income:	£ 2,550
<b>Total</b>	<b>£350,870</b>

(Note for records, salary figures were added after salaries item decision)

#### Earmarked Reserves

New – Coronation Fund	£ 4,000
Estab Office Equipment	£ 3,500
Estab Election Fund	£ -
Facilities Team	£15,000
Christmas Lights	£10,000
Youth Work	£15,000
<b>Total</b>	<b>£47,500</b>

**RECOMMENDED** that:

- i) The sum of £350,870 is submitted as this committee’s budget request for 2023/2024.
- ii) The sum of £47,500 is submitted as this committee’s Earmarked Reserves request for 2023/2024.
- iii) These amounts are to be submitted to the Establishment Committee for collation with other committee requests, in order to produce a draft council budget and precept request for approval by full council.

**91/22 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

**92/22 EXCLUSION OF PRESS & PUBLIC**

Under Section 3d of Standing Orders, the Chairman proposed that the press and public are temporarily excluded whilst matters pertaining to staff are discussed and that they be instructed to withdraw from the meeting for the following agenda item only. **PASSED BY MEMBERS**

**93/22 STAFF SALARIES FOR YEAR 2023/2024**

Members considered the staff salaries for 2023/2024. This is for all council staff, following the agreement to bring all staffing matters, previously under separate committee responsibility, to this committee.

Our HR advisors have stated that because some of council’s staff are on NALC model contracts and NJC salary scales (office staff), all staff members should be on the same. Therefore, the HR advisors have been asked to review the NALC issued contracts for correctness and will then issue revised contracts to those who are not on them. In terms of NJC scales, the nearest scale to current hourly salary rates has been identified, and all staff members will now be paid according to those, and the brackets in which they fall.

The NJC (National Joint Council) has agreed the salary rates for 2022/2023. Back pay from 1st April 2022 has been paid.

A review was carried out on the salary scales for each staff member.

**RESOLVED** that staff salaries for 2023/2024 as per proposed confidential report, are approved, and the new agreed NJC rates are noted.

**94/22 STAFFING REPORT**

Members considered a confidential report regarding current office staffing levels, working requirements, timescales and equipment requirements.

**RESOLVED** that:

- The Clerk purchases a laptop for the administration team and appropriate office furniture brought in
- The Clerk is given delegated authority to instruct an appropriate contractor to carry out fire prevention fit out work in the tractor shed, at the earliest opportunity
- Once racking has been installed and flood equipment relocated to the container, locks on the tractor shed door are to be changed
- The Handyman's contract is extended to 31st March 2023
- All staff working on events outside of their usual working hours are to be paid as follows: Saturdays and weekday evenings time and a half, Sundays and Bank Holidays double time of their hourly rate.

There being no further business the meeting closed at 8.35pm.

**MINUTES APPROVED (date):**

**SIGNED BY CHAIRMAN:**