

Kettering Town Council

MINUTES OF THE STAFFING COMMITTEE OF KETTERING TOWN COUNCIL
HELD VIRTUALLY AT 4PM ON 5th OCTOBER 2022

Councillors Present: Cllr Lloyd Bunday (Chair)
Cllrs Clark Mitchell and Sarah Tubbs

Officers present:- Martin Hammond, Town Clerk

No members of the public/press attended.

Item Number	Description
SC22/01	Apologies for absence None
SC22/02	Declarations of interest None declared
SC22/03	Minutes of the last meeting The minutes of the meeting on 3 rd February were confirmed as a correct record and subject to signing at a later point.
SC22/04	Deputy Clerk -Events and Communications Officer – increase in hours It was reported that the 16 hour/week contract for the Deputy Clerk was not proving sufficient to meet the workload and that an increase in workload on events was expected during 2023/4 year. The report set out the various pressures on her time, and detailed the costs in this year and next of an increase in hours for the Deputy Clerk, Resolved to Recommend to Council that the employment contract for the deputy clerk be increased to 28 hours per week with effect from 1 st December 2022, subject to a review after 6 months of whether this was the right amount for the role.
SC22/05	Part time Administrative Officer A report was submitted seeking agreement to the creation of a part time post (10 hours/week) which would assume responsibility for a number of administrative tasks that had arisen as a result of the Council's expanding portfolio of services. A draft job description and person specification were attached to the report.

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	<p>RESOLVED to Recommend to Council that:-</p> <ul style="list-style-type: none">a) A new post of administrative officer for ten hours/week be created, at an overall full year cost of £9023 andb) That the draft job description and person specification submitted be approved.c) The post be subject to a probationary period of 6 months.
SC22/06	<p>2022 Pay Award</p> <p>The clerk reported verbally that the national 2022 pay award negotiations were ongoing but that the employer had made a flat rate off of an increase in pay which for the Town Council would represent a 5.5% increase in salary costs and oncosts. For budgeting purposes, this means that the 22/23 salary budget would be over-spent by £2500</p> <p>For the purposes of budgeting for next year a 5.5% supplement to payroll costs had been included as well as a further 2% increase in 2023 to help cover the coming year's award, although clearly at this stage the 2023/24 pay award was unknowable.</p>
	Meeting closed at 4.25pm

Signed.....

Date.....