

ROTHBURY PARISH COUNCIL

Minutes of Staffing Committee meeting held on Wednesday 23rd July 2025 commencing 6pm in the Blaeberry Room, Jubilee Institute

Those Present: Cllr Devlin (Chairman), Cllr Old, Cllr Tuckey

In Attendance: C Miller, Clerk / RFO

RPC/STAFFING/25/22 Apologies for absence

All members were present

RPC/STAFFING/25/23 Election of Chairman and Vice Chairman

RESOLVED:

Cllr Devlin proposed and seconded as Chairman and duly elected.

Cllr Old proposed and seconded as Vice Chairman and duly elected.

RPC/STAFFING/25/24 Declaration of Members Interests

Members are required to disclose personal and prejudicial interests relating to any matters to be considered at the meeting. The disclosure must include the nature of the interest. An interest must also be disclosed in the meeting if it only becomes apparent to the member during the meeting. If a member who has declared a personal interest then considers the interest to be prejudicial he/she shall declare that, and, after making any representations, answering questions or giving evidence relating to the business, the member shall withdraw from the room for the remainder of the item to which the interest relates.

There were no Declaration of Members Interests.

RPC/STAFFING/25/25 Minutes of previous meeting held on Monday 8th April 2025

RESOLVED:

Members agreed that the minutes of the previous meeting held on Monday 8th April 2025 were a true record.

RPC/STAFFING/25/26 Members to consider the following recommendations from internal audit reports 2024 and 2025

Whilst payments of salaries and associated deductions appear to be correct via sampling, it's not clear that salary levels conform to the national pay scales provided by NALC or with regard to each other. Whilst the risk of an equal pay claim is small, council should consider reviewing all salaries against a clear evaluation scheme and pay scales such as those provided by NALC

RESOLVED:

Members were satisfied that the existing payscales were the correct parameters for manual and administration staff. When current staff were appointed, salary scales were carefully chosen from the NJC salary scale. The Clerk salary had been reviewed in 2021 via the NALC review system.

That the employee contracts of employment be signed by the council and the postholder and that any variations to the original contracts be signed by both parties and appended to the original contract of employment.

RESOLVED:

Members agreed staff would be reissued with the current standard job contracts available via NALC / SLCC. Subject to amendment to the correct salary levels and holiday leave, contracts would be reviewed and signed by all parties.

That consideration be given to reviewing the payroll pay dates to align with the relevant month and that the employees are paid in accordance with their contracts of employment

RESOLVED:

Members agreed both members of staff would be paid in arrears on the 15th day of the month.

The Council is invited to consider the following resolution: That under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following items on the agenda, as the item involves the discussion of personal information.

Members agreed a private session was not required.

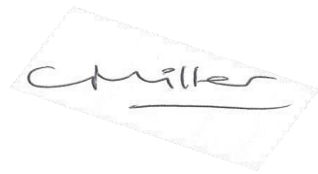
RPC/STAFFING/25/27 Members to review current staff contract(s)

There were no issues to be considered in private.

RPC/STAFFING/25/28 Date of next meeting

The next Staffing Committee meeting would be arranged at a later date.

The meeting closed at 620pm



Claire Miller, Clerk/RFO

Rothbury Parish Council