

## Minutes of the Meeting of the Staffing Committee held at the Parish Office on Monday 16<sup>th</sup> February 2026 at 11.15am

### Present:

Murray Campbell (MC)	P	Cathy Robinson (CR)	P
Francesca Maritan-Hawkins (FMH) - <b>CHAIR</b>	P		

*Present (P) Not Present (NP) Part Present (PP)*

**Also Present:** Kate Hope (Parish Clerk/RFO) (Clerk)

**In Attendance:** No members of the public (MOPs)

### 1. Apologies for absence

No apologies were received.

### 2. Declarations of Interests and Dispensations

No declarations were made.

### 3. Minutes of the Previous Meeting

Members received minutes of the Staffing Committee meeting held on 2<sup>nd</sup> October 2025.

**DECISION: RESOLVED to accept the minutes as an accurate reflection of the events which took place at the Staffing Committee meeting held on 2<sup>nd</sup> October 2025.**

### 4. Training Update

The Committee noted the Assistant Clerk's successful completion of the iLCA qualification on 24 October 2025 and agreed that it provides an excellent foundation for Parish Council work, with progression to CiLCA required within three years of service.

Members discussed the wider importance of structured training and the Council's aspiration to operate as a "centre of excellence", recognising that investing in staff and councillor development supports competence, retention and high-quality service delivery.

The Committee agreed that separate budget lines for staff and councillor training would improve planning, and that a meaningful annual allocation—potentially in the region of £5,000–£10,000—may be necessary to meet these ambitions, agreeing that the matter be considered by the Finance & Resources Committee as part of the budget-setting process for the next cycle.

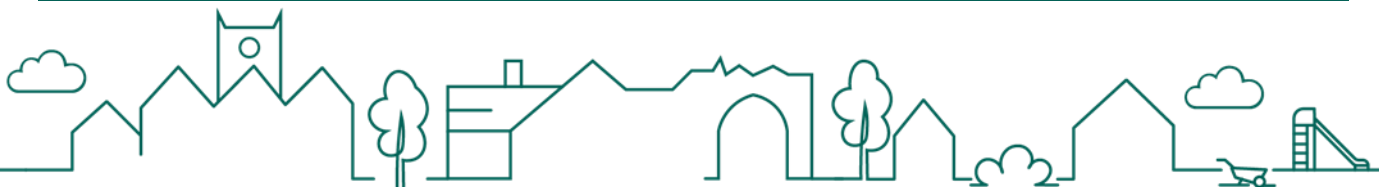
**ACTION: to raise the matter of increasing Staff and Councillor Training budgets in 2027/28 at Finance & Resources Committee meeting.**

### 5. Timesheets

The Committee reviewed recent staff timesheets and noted that while overtime levels are generally modest, office staff work additional hours at peak periods to ensure essential tasks are completed.

The Clerk suggested that a summary sheet be provided at future meetings to identify overtime patterns and members felt that such a document would be valuable.

The Committee recognised that current overtime work reflects the breadth of current workload and the Council's growing expectations and agreed that regular monthly check-ins (between the Parish Clerk and office staff) and clearer prioritisation of core duties would support staff in managing demand.



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It was further noted that the planned increase in contracted hours for the Administration Officer from April should reduce some need for overtime.

Members emphasised the importance of monitoring workload trends to ensure staffing levels remain appropriate and evidence-based and supported the Clerk's proposal to maintain structured records to inform future discussions on capacity and resourcing.

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**6. Local Government Pension Scheme**

The Committee received an update from the Clerk on the administration of the pension scheme and confirmed that all required processes are being managed appropriately. Members reiterated that specialist technical knowledge is not expected and expressed confidence in both the Clerk's handling of the scheme and the Council's continued participation in the LGPS. It was agreed that an informal discussion with a councillor experienced in financial matters may be helpful for additional context.

**ACTION: Clerk to arrange pension overview briefing with Cllr Martin Keyte.**

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**7. Staff Appraisals**

The Committee received an update on staff appraisals and noted that the Clerk's appraisal had been completed in January 2026, with the next appraisal cycle scheduled for September to support the annual budget process. Members emphasised the importance of maintaining a structured appraisal framework to support objective-setting and future remuneration considerations. It was noted that the Clerk is now at the top of the relevant spinal column range and that any future adjustments would require clear evidence and Council approval. Members also discussed the Clerk's comments on risk management and agreed that current arrangements remain appropriate, with each committee continuing to monitor risks within its remit and any future changes to be brought forward as needed.

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**8. Staffing for 2026/27**

The Committee considered the proposed staffing structure for 2026/27 and noted the Clerk's review of current roles, workloads and operational requirements. Members supported the proposed redistribution of duties and the increase in contracted hours for the Administration Officer, noting the implications for grading and future remuneration, which would remain subject to performance and Council approval. The Committee endorsed the introduction of regular one-to-one meetings to support staff development and supervision. The proposed staffing changes and updated job descriptions were approved, with Members noting that these had been discussed with and agreed by the staff concerned.

**DECISION: AGREED to recommend the staffing structural adjustments as reported.**

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**9. New Parish Office Staff Job Descriptions**

The Committee reviewed the revised job descriptions arising from the agreed staffing structure and confirmed that they were clear, appropriate and accurately reflected the duties required. Members noted that the Clerk had consulted with the staff concerned and obtained their agreement to the changes. It was agreed that, once approved, the updated job descriptions would form part of each employee's terms and conditions, with changes communicated in line with employment guidance.

**DECISION: AGREED to recommend the revised job descriptions.**

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**10. Parish Office Staff Salary Increases**

The Committee considered the annual salary progression for staff from 1 April 2026 and noted that the budget can accommodate the contractual movement of the Assistant Clerk and Administrative Assistant up one spinal column point.

Members agreed that this progression should be applied for 2026/27, with any further adjustments requiring additional financial review and performance evidence.

The Committee also noted that the Clerk has reached the top of the relevant scale and that any future consideration of their remuneration should be reviewed as part of the September appraisal and budget-setting cycle.

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Members agreed that a wider review of grading and benchmarking could be undertaken later in the year should updated national guidance become available.

**DECISION: RESOLVED to recommend one salary point increases for the Assistant Clerk and Administrative Assistant with effect from 1 April 2026.**

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**11. Date of Next Meeting**

The date of the next meeting is provisionally set for 22<sup>nd</sup> September 2026.

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**MEETING ENDED AT 12.23**

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SIGNED:.....

DATED:.....