

KENILWORTH TOWN COUNCIL

Minutes of the Meeting of the Staffing Committee

Commencing at 11.03 pm on Friday 8 November 2024

PRESENT: Councillor K Dickson (Chair of meeting)

Councillors: J Kennedy, P Jones (Substituting for M Stevens).

Town Clerk: Miss M Field

No Members of the Public or Press were present.

SC.42 APOLOGIES

Apologies were received from Councillor M Stevens – Councillor P Jones substituted.

SC.43 DECLARATIONS OF INTEREST

None.

SC.44 MINUTES

The minutes of the Staffing Committee held on 24 September 2024 were received and agreed (having been approved at Town Council on 24 October 2024).

SC.45 EXCLUSION OF PRESS AND PUBLIC

It was proposed, seconded and

RESOLVED “That in view of the confidential nature of the business about to be considered (confidential staffing matters), the press and public are excluded from the Meeting, pursuant to section 1 of the Public Bodies (Admissions to Meetings) Act 1960”.

SC.46 REQUEST TO CHANGE WORKING PATTERN (Confidential)

The Committee considered a request from a member of staff to change their working pattern from 5 to 4 days. This request was approved and will start from 1 December 2024. The Clerk will issue an amendment to contract notice, detailing the new hours and the resultant effect on pay and holiday entitlement, and the date of the change. Both parties will need to sign the notice.

SC.47 REVIEW OF RECOMMENDATIONS FOR SALARY AND PENSION PROVISION FOR 2025 -2026

Members noted that the National Pay Award had been finalised and implemented in October salaries, as agreed with the Members of the Staffing Committee via email.

Members noted that NALC have confirmed that the higher rate of Employer NI Contribution is payable by Town and Parish Councils.

INITIALS

Members discussed the budget required for the Council’s salary and pension provision for the next financial year in the light of the approval at item SC.46 above and the changes in liability of the Employers National Insurance contributions. It was agreed that the sum recommended for inclusion in the final technical budget and calculations (currently being prepared by the Chair of Finance & General Services Committee and the Responsible Finance Officer) should be adjusted to £150,000.

The Recommendations previously put forward for staff training budget of £1500 and Members training budget of £1500 were confirmed.

SC.48 NEXT MEETING

The next meeting was confirmed for Tuesday 14 January 2025 at 11am.

The Meeting closed at 12.07pm.

Signed:.....

Dated:.....