

## EAST GRINSTEAD TOWN COUNCIL

**PERSONNEL SUB-COMMITTEE Monday 24<sup>th</sup> JUNE at 4.30pm.**

Present: Cllr Steve Ody (Town Mayor) in the chair  
Cllr M Belsey  
Cllr H Farren

Town Clerk: Mrs J Holden

### 84. UPDATE ON POLICIES

The clerk advised that a number of policies have been reviewed and updated over the past year including HR policies. There are some going to Council as needed for the youth club which will open in September due to the increased involvement with young people.

This was noted by the Sub- Committee

### 85. UPDATE ON STAFF SIDE NEGOTIATIONS REGARDING ANNUAL COST OF LIVING RISE

The Clerk advised that the Unions have asked for a 10% rise or £3,000 per employee (whichever is higher), in addition there is a request to reduce the working week to 35 hours (at no loss of pay). One additional day's leave per employee (regardless of part time hours) and a phase to £15 per hour as the minimum pay.

The Employers Side have offered £1290 as a one-off payment for all staff with no additional changes. The Employer's offer is their full and final offer and the Unions are currently consulting members as to whether to accept or consider industrial action.

It is looking unlikely that this will be settled before the end of the summer. The cost of living rise once agreed will be payable from April 2024.

The Clerk advised the sub-committee that both positions have concerns for the Council. The Staff side demand would be far higher than the budgeted position, while the employers offer for the third year running, will increase all salaries by the same amount which results in squeezing the differential at the middle pay grades closer together.

What this means is that where staff receive 10% increases on the lowest grades, 5% on the middle grades and 2% on the higher grades with a flat incremental award. The lower paid staff get closer to the middle grades on the differential and the middle grades get closer to the managerial grades.

For illustration only; a staff member may be paid £14.50 per hour while the supervisor is paid £15.10 per hour. 60 pence per hour difference in order to take responsibility, organise work schedules, review health and safety matters, supervise work etc. may start to seem a very small increase for the level of responsibility, especially if 3 years ago the differential was £1 per hour or more.

The pressure that this puts on the organisation to review the middle pay grades to ensure that there is appropriate recognition, can then escalate throughout other parts of the organisation. Likewise should positions become vacant there is little incentive to move up with promotion or to attract good candidates. This is not an immediate issue, however if the decision this year is for a third consecutive year of flat fee increase, this may need looking at across scales to ensure that staff are being rewarded appropriately at different levels.

Having reviewed senior staff levels only two years ago, it is the middle grades which are more of a concern at this time.

The Sub-Committee noted this position and suggested that a 3 year budget forecast regarding salaries may be necessary for the forthcoming budget season.

86. VACANCY OF TOWN CLERK

Following the resignation of the Town Clerk to agree the paperwork and process concerning the recruitment of a new Clerk, for submission to Council.

The Clerk, Mrs Holden will be leaving the Council on 16<sup>th</sup> September to take up a new position. She is serving a three month notice period.

The job description, person specification and proposed advert were circulated for comment along with a timetable for recruitment.

RECOMENDED: the sub committee recommend to full Council on 1<sup>st</sup> July to advertise the post and to follow the timetable and process as attached to the Minutes.

87. LONG SERVICE RECOGNITION OF STAFF

The Council does not have any scheme in place to recognise long service, other than additional 5 days leave after 5 years. The Sub-Committee will be asked to consider whether an additional scheme should be introduced.

Resolved: The Sub Committee will consider a scheme and refer it to a later Finance and General Purposes Committee in due course.

The sub committee closed at 5.35pm

## **Timetable To Recruit a New Clerk**

1 <sup>st</sup> July	Council will note the Vacancy and approve the recruitment process
2 <sup>nd</sup> July -	Adverts will be issued (web/ National and Sussex Association of Local Councils / district and borough councils / social media etc)
22 <sup>th</sup> July	Closing date for applications
22 <sup>th</sup> July PM	Shortlist and send letters
30 <sup>th</sup> July	Proposed Interview process:
	Proposed: start at 10am
	Presentations (What do you see as the main challenges for East Grinstead and how would you contribute to addressing them)
	Lunch with Cllrs and Staff
	Interview with panel members (when not in interview time with staff and tour around town/assets to be undertaken)
	End of day 1
	Candidates invited to return to day 2
31 <sup>st</sup> July	Interview with panel members
	Make offer
1 <sup>st</sup> August	Special Council to appoint

**Panel members for interviews:** Cllr Farren  
Cllr Ody  
Cllr Barnett  
Cllr J Belsey  
Cllr Mockford

**Support from:** Mr T Leggo (WSALC)  
Mrs Holden  
Mr Chambers (EGTC)