



ALDWICK PARISH COUNCIL

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Chairman: Cllr Mr Guy Purser Clerk: Heather Knight

Minutes of the **STAFFING COMMITTEE MEETING** of Aldwick Parish Council
Held on **Tuesday 15th September 2026** in the Aldwick Parish Council Chamber

Those Present: Cllr M Warden (Chair), Cllr G Purser, Cllr J Rufey and Cllr A Smith

In attendance: Mrs H Knight (Clerk)

The meeting opened at 2.30pm.

1. Apologies for Absence.

None, all committee members being present.

2. Declarations of Interest and any Changes to Register of Interests.

There were no Declarations of Interest made by Members. There were no changes to Registers of Interests.

The Clerk declared a pecuniary and personal interest in agenda item 6, Annual Appraisals, and item 7, Annual Salary Reviews, where these relate to her own contract of employment, performance and remuneration.

3. Minutes of the Staffing Committee meeting held on 6th January 2026.

It was **RESOLVED** to approve that the Minutes of the meeting held on 6th January 2026 were a correct record and that the Committee Chair sign them.

4. Review of Staff Sickness Absence Policy

This was an update following legislation changes to Statutory Sick Pay arrangements, and also some minor grammatical amendments. Comment was made that the policy generically references employees reporting sickness absence to the Clerk, as the line manager of other staff: It was noted that in the case of the Clerk's sickness absence, this is reported to the Chairman of Council, or in their absence through either the Vice Chairman of Council or the Chairman of the Staffing Committee. Some discussion took place regarding budget considerations for locum cover in the event of the Clerk being absent long term. It was noted that a level of financial cover was incorporated into the council's insurance policy but that the matter could be raised at forthcoming budget discussions.

Following discussion, it was **RESOLVED** to recommend to Council the adoption of the updated policy.

5. To resolve to move to confidential business, requiring the exclusion of public and press

Owing to the confidential nature of the following agenda items (staffing/contractual) it was **RESOLVED** to exclude members of the public and press (SO.3d refers).

6. Staff Appraisals

It was noted that annual staff appraisals had been completed, the Clerk as line manager having conducted the Assistant Clerk's appraisal on 21st August 2026, and the Chairman of Council having conducted the Clerk's appraisal on 27th August 2026 on behalf of the Staffing Committee/Council. Both appraisal forms had been shared with the Chairman of the Staffing Committee. The Clerk reported on the staff appraisal she had conducted. The Chair of Council reported on the Clerk's appraisal. Following discussion of both appraisals and outcomes, it was **RESOLVED** to note completion of the annual appraisal process, for noting by Full Council.

7. Annual Salary Reviews

The nationally agreed salary pay scale uplifts, backdated to 1st April 2026, and recently issued by NALC were noted.

The Clerk's recommendation regarding the Assistant Clerk salary was noted. Members discussed current staff salary SCPs, and potential increases of 1xSCP for both Clerk and Assistant Clerk. It was noted that adequate current budget funds existed to accommodate salary, employer pension and employer NI increases, which had been sufficiently allowed for when setting the 2026-27 budget.

It was **RESOLVED** to recommend to full Council that the Clerk and the Assistant Clerk both be moved by 1 SCP each to SCP 34 and SCP 18 respectively, backdated to 1st April 2026.

The Chair of Council spoke about the possibility of re-evaluation of the Clerk's job and pay scale range in the event of CiLCA qualification. Following proposal, it was **RESOLVED** to recommend that potential progression by 3 or 4 SCPs be part of forthcoming 2027-28 budget considerations.

8. Date and time of next Staffing Committee Meeting

To be decided.

The meeting closed at 3.10pm.

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CHAIR

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DATE