



**Minutes of the Meeting of the Working Practices Committee  
Wednesday 12 February 2025  
7.00pm**

**Present:** Cllrs Steve Thomas (Chairman), Craig Gale, Kate Rowbottom and Doug Waller.

**In attendance:**

G Burt, Clerk to the Council

**01/25 Chairman's announcements.**

1. Cllrs wishing to speak should raise their hand and speak loudly and clearly.
2. Mobile 'phones should either be switched off or silenced.

**02/25 Apologies**

Apologies for absence were received from Cllr Anna Rhodes for an approved reason. On the proposal of Cllr Craig Gale, seconded by Cllr Steve Thomas, **RESOLVED** to accept the apology and reason given.

**03/25 To receive Declarations of Interest and Notification of Changes to Members' Interests.**

None.

**04/25 Public Session**

None.

**05/25 Approval of the minutes of the Working Practices Committee meeting held on 23 October 2024, previously circulated.**

On the proposal of Cllr Steve Thomas, seconded by Cllr Craig Gale, **RESOLVED** that the minutes be accepted and signed as a correct record accordingly.

**06/25 Clerk's Report**

None

**07/25 Exclusion of Press & Public.**

On the proposal of Cllr Craig Gale seconded by Cllr Kate Rowbottom, **RESOLVED** that in view of the confidential nature of the business about to be transacted (staffing), the press and public be temporarily excluded and they are instructed to withdraw.

**08/25 To Note appointments since last meeting**

Michael Ellis had been appointed as Environmental Operative on 1 December 2024. Richard Plant was appointed Assistant Clerk on 1 February 2025. **NOTED.**

**09/25 To Note completion of End of Year (EOY) Reviews and consider any actions required.**

EOY reviews had now been completed. Issues had been raised by two members of staff. On the proposal of Cllr Steve Thomas, seconded by Cllr Craig Gale, **RESOLVED** that Andy Beams, who had undertaken the Office Staffing Review last year, be asked to look at the two matters and report back accordingly.

**10/25 To confirm 2024-25 pay award**

Following national agreement on the pay award for 24-25, on the proposal of Cllr Craig Gale, seconded by Cllr Doug Waller, **RESOLVED** that the new salaries of staff concerned be confirmed as set out in the tables.

**11/25 To agree change of job title for Sarah Meyer**

On the proposal of Cllr Doug Waller, seconded by Cllr Kate Rowbottom, **RESOLVED** that Sarah Meyers's job title be changed to *Events and Administrative Assistant* accordingly, to reflect more accurately her role.

**12/25 To consider request for pay increase.**

Following a request to consider pay rises to reflect increased responsibilities, on the proposal of Cllr Doug Waller, seconded by Cllr Kate Rowbottom, **RESOLVED** that the two Part Time Centre Staff who work Mon-Wed and Thurs-Fri be moved from NLW to SCP 3 on the NJC for Local Government Services, to reflect increased responsibilities, from 1<sup>st</sup> April 2025 accordingly.

**13/25 Date of Next Meeting: Wednesday 9 April 2025.**

Meeting closed at 7.38pm.

**Chairman**

**Date**