

# Framlingham Town Council

TOWN COUNCIL CHAIR <b>Cllr Clive Eastwood</b>	TOWN COUNCIL OFFICE <b>10c Church Street Framlingham Suffolk IP13 9BH</b>	DEPUTY TOWN CLERK <b>Lydia Kirk</b> <a href="mailto:dtc@framlingham.com">dtc@framlingham.com</a>
TOWN CLERK <b>James Overbury</b> <a href="mailto:townclerk@framlingham.com">townclerk@framlingham.com</a>	TELEPHONE: <b>01728 720183</b> <a href="http://www.framlingham.com">www.framlingham.com</a>	RESPONSIBLE FINANCIAL OFFICER <b>Alan Davidson</b> <a href="mailto:finance@framlingham.com">finance@framlingham.com</a>

## **Minutes of the Finance and HR Committee held on Thursday 19<sup>th</sup> September 2024 at 7:00pm**

### **1. Present and apologies**

Present: Cllrs Eastwood (Chair), Dean, Higham, and P Wraight

In attendance: Cllr A Wraight, A Davidson (RFO) and no members of the public

### **2. Declarations of Interest**

None.

### **3. Minutes of previous meeting**

**FHR 2024-09-19 1** Cllr Eastwood proposed to accept the minutes of the previous meeting as a true and accurate record. This was seconded by Cllr P Wraight with three in favour and one abstention.

### **4. Public comment**

None.

### **5. Deferral of agenda**

The committee agreed with Cllr Eastwood's suggestion, that given the Committee meeting started at 21:00 following the over-running of the Full Council meeting, that all items should be deferred apart from item 10. HR sub-committee.

### **6. HR sub-committee**

Cllr Eastwood provided an overview of correspondence sent to the committee by the deputy town clerk. The deputy clerk expressed her disappointment that her request to review her employment contract had been delayed since January. In particular the deputy clerk wanted to know why the clause relating to pay progression in the model NALC contract was missing.

The Committee recognised that whilst there had been a number of reasons for the delay, it was not acceptable and the issue of pay progression should be addressed as soon as possible.

Cllr P Waight pointed out that the contracts were not uniform between all staff members and any changes should be part of bringing all staff under uniform contracts.

The Committee felt that the staff had continued to work beyond expectation in difficult circumstances and it was important to acknowledge this effort. It was agreed that staff should receive a back dated pay award to reflect this effort, separate from updating the contracts.

**FHR 2024-09-19 2** Cllr Eastwood proposed to recommend to Full Council that the deputy town clerk, the RFO and the office assistant are awarded a grade increase of 1 scale point to be backdated to 1<sup>st</sup> April 2024 to acknowledge the extra work they have undertaken this year. This was seconded by Cllr Dean with all in favour.

There was a separate discussion over whether to implement either automatic pay progression or a single pay point. The Committee felt that since the pay progression was limited to the relevant range/band then the cost increase could be absorbed. Cllr P Wraight asked the RFO is this was affordable and the RFO confirmed that pay progression would result in higher staff costs and this would have to be funded from either an increase in precept or cost savings in the budget.

**FHR 2024-09-19 3** Cllr Eastwood proposed to recommend to Full Council that the staff contracts are brought under a single uniform contract and that a clause relating to pay progression be added to the contract: “subject to satisfactory performance, staff will progress automatically through the range in their salary scale by annual increments until they reach the maximum salary in the range.” This was seconded by Cllr Higham with all in favour.

## **7. Date of next meeting**

Due to the deferral of all other agenda items and given the RFO’s holiday in October, it was agreed to bring forward the next meeting by 1 week to **7.00pm Thursday 10th October 2024**

The meeting concluded at 21:30

Signed.....

Date.....