

# Forest Row Parish Council

Clerk: Mr D O'Driscoll  
Email: parishclerk@forestrow.gov.uk



(Office Hours: Monday to Friday 9am to 4pm)

To: All members of the FINANCE & POLICY COMMITTEE:  
Cllrs. Spackman (Chairman), Davies, Josephson,  
Hopkins, R.Lewin, T Lewin, Waters, Williams and  
Wogan  
(All other Councillors – for information)

Community Centre  
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Dear Sir/Madam,  
Your attendance is required at an extra-ordinary meeting of  
the FINANCE & POLICY COMMITTEE to be held on

**TUESDAY 2<sup>ND</sup> AUGUST 2022** in the Garden

Date: 27 July, 2022

Room of the Community Centre at **7.30pm**.

Mr D O'Driscoll  
Clerk to Forest Row Parish Council

## AGENDA

THE FIRST FIFTEEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND REMARKS FROM THE PUBLIC – IF ANY. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY AND OBSERVE THE REST OF THE MEETING.

1. PUBLIC QUESTIONS – the business of the meeting will start no later than 7.15pm
2. APOLOGIES FOR ABSENCE
3. RECORDS OF PREVIOUS MEETINGS
  - 3.1 To resolve to postpone approval of the minutes of the meetings of the Committee on 12<sup>th</sup> & 18<sup>th</sup> July 2022
  - 3.2 To postpone consideration of any objections to deletion of the digital transcript of those meetings to the next ordinary meeting
4. CLARIFICATION OF ACTIONS FROM THOSE PREVIOUS MEETINGS  
To postpone consideration to the next ordinary meeting
5. TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW
6. TO APPOINT A REPLACEMENT MEMBER TO THE PERSONNEL & GREIVANCE COMMITTEE FOR THE COMING YEAR
7. TO NOTE AN EMPLOYERS' PAY OFFER TO LOCAL COUNCIL STAFF
8. TO CONSIDER THE POSITION OF THE FOREST ROW MARKET AFTER SEPTEMBER 2022

"Pursuant to section 12 of the Public Bodies (Admission to Meetings) 1960, the Council believes that the public and press should be excluded from the meeting on the grounds of the confidential nature of the business to be transacted."

9. TO APPROVE THE RECRUITMENT OF AN ADDITIONAL STAFF MEMBER FOR THE PARISH OFFICE (TO INCLUDE AGREEMENT OF THE REMIT AND APPROPRIATE SALARY SCALE)
10. TO CONSIDER THE APPOINTMENT OF AN EXISTING STAFF MEMBER AS COMMUNITY SERVICE DEVELOPMENT OFFICER (TO INCLUDE TIMING, REMIT AND SALARY SCALE)
11. TO RESOLVE TO NOTE ANY CORRESPONDENCE AT THE NEXT ORDINARY MEETING
12. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR COMMITTEE

**COUNCILLORS' BRIEFING FOR THE FINANCE & POLICY COMMITTEE MEETING  
ON 18<sup>th</sup> JULY 2022**

1. **PUBLIC QUESTIONS**
2. **APOLOGIES**
3. **RECORDS OF MEETING**
4. **CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING**
5. **DECLARATIONS OF INTEREST**

As this is an extra-ordinary meeting, the formal items of preliminary business are proposed for postponement to the next ordinary meeting. It is not foreseen that there will be any interest to declare.

**6. TO APPOINT A REPLACEMENT MEMBER TO THE PERSONNEL & GRIEVANCE COMMITTEE FOR THE COMING YEAR**

The F&P meeting of 18th July, in compliance with decision no AM13/22), appointed Cllrs Hill, Waters & Wogan as the Personnel & Grievance Committee for the coming year.

Unfortunately, Cllr Hill resigned from the Council on 21<sup>st</sup> July. Appointing a successor to the F&P Committee should be in the hands of Full Council, but it is suggested that the Personnel & Grievance Committee should be kept at full strength and a replacement found forthwith.

***ACTION: to resolve accordingly***

**7. TO NOTE AN EMPLOYERS' PAY OFFER TO LOCAL COUNCIL STAFF.**

On Tuesday morning of this week I received via our HR adviser an announcement that the employers' side had made the offer of a pay rise for the current financial year, applicable to local council staff, as follows:

"An across the board offer of an annual increase £1,925 from 1 April 2022 has been made by the employers.

This would equate to a 10.5% increase for the lowest paid members of staff, on spinal Column point 1 who currently earn £18,333 a year. The lowest paid clerk spinal column point being SCP 5, £19,650, this would equate to a 9.8% annual increase.

By comparison a Clerk on SCP 46 (£51,334, LC4 below substantive) will receive a 3.7% pay rise, a Clerk at the top of LC4 above substantive, SCP 62, £79,144, will receive a 2.4% increase.

The pay offer will cover all employees in the Parish and Town Council sector employed in accordance with the Green Book which is contained as a clause in the 2004 National Agreement for Clerks. ... Anyone not employed in accordance with the Green Book will have to negotiate a cost of living pay rise individually and separately.

This offer will affect approximately 1.5 million employees across the whole Local Government Sector, it is thought that less than 75,000 of these are in the Parish and Town Council Sector in England and Wales.

Local government unions had been seeking a pay rise of whichever was the greatest of £2,000 or RPI inflation, which latest figures put at 12%.

This offer is similar to other recent public sector offers whereby the lowest paid employees receive the biggest percentage increase in salary rather than the traditional method of awarding all employees the same percentage increase, this could be seen as an attempt to address the cost-of-living crisis for the lowest paid employees first."

Of course, this is only an offer at this stage, and subject to potential further negotiation. Nevertheless, it is likely that the basic shape of the offer will persist, since it is seen as fairer to lower paid employees in a time of austerity.

This offer would clearly have repercussions for our salaries budget. Clearly the offer would be pro rata for part-time staff, so I have prepared a spreadsheet (with confidential backing papers because it identifies individuals), showing the actual amount that would be payable to each employee, plus the employer's pension contribution where applicable, and the total extra on the current salaries bill. This would be manageable in terms of our current reserves, but for the moment it is only for noting.

***ACTION: to note***

**8. TO CONSIDER THE POSITION OF THE FOREST ROW MARKET AFTER SEPTEMBER 2022**

Sue Young has undertaken that she (and the set-up crew) will manage the market for August, and the set-up crew have also agreed to staff the September market (although Sue Young's own position for September is not clear). Cllr T Lewin undertook to make some enquiries with respect to markets after that date, and will report to Committee.

***ACTION: to note and resolve as appropriate***

**9-10 Confidential items for which a separate confidential briefing note is supplied to Members**

**11-12 CORRESPONDENCE & MATTERS FOR FURTHER CONSIDERATION**

To be dealt with in the normal way for an extraordinary meeting