



Hinton Parish Council

Staffing Committee

Update statement

At my last Staffing Committee update to the Council issued in the Full Council Meeting held on 17th January 2023, I gave a report on the completion of the Clerk / Responsible Financial Officer (RFO)'s appraisal and some recommendations that would need to be followed up in the next year.

One of the points covered was the need to conduct a full Job Evaluation in line with the SLCC documentation, to cover the Clerk / RFO's contract of employment with Hinton Parish Council as well as the pay scale that is set.

The base contract is now over 10 years old and although several amendments have been made over the years, the contract does not necessarily cover the day-to-day tasks that are required of the Clerk / RFO position as required in 2023.

Websites, social media accounts, email and electronic systems have all moved along significantly over the last decade.

With this in mind, the Staffing Committee have been meeting in the past few months to examine both the Clerk / RFO contract of employment and the pay scale using the SLCC documentation.

This has taken several meetings to achieve lasting at least 2-3 hours each, as the entire process is very extensive.

We are now almost in a position to present our recommendations to the Full Council; this is anticipated to be completed ready for issue for the September Full Council meeting.

This will however be subject to my own personal workload, as due to the nature of the documentation it would be inappropriate to request the Clerk carry out this admin task on behalf of the committee on their own job position.