

NORTON-ON-DERWENT TOWN COUNCIL

Staffing and Policy Committee – 4th January 2023

PRESENT Cllrs D Keal (Mayor), M Brampton (Deputy Mayor), R King, and A Spencer.

IN ATTENDANCE S Rainsbury (Clerk)

1. Salary Evaluation of Town Clerk & RFO (Evaluated by YLCA)

Resolution – Members agreed that in line with the outcome of the evaluation that the Town Clerk’s salary should be increased from SCP 26 to 30 with immediate effect, and then up to SCP 33 once certified with CiLCA qualification. It was also agreed that the Town Clerk’s working hours be permanently increased to 37 hours per week.

2. Recruitment of a Deputy/Assistant to the Town Clerk

Resolution – Members agreed that there was a need for a second officer within the office and in so have agreed an Assistant role to support the Town Clerk & RFO with eight hours per week spread over two working days plus one evening per month to attend the town council meetings. To be reviewed after six months.

Stuart Rainsbury
Town Clerk