**14. STAFFING MATTERS**

1. National Pay Increase

To agree

1. Implementation of national increase (£17.16 to £17.79 per hour)

2. Back pay from April 2024 (£261.66)

\*Note: A historical calculation error resulting in £19.65 monthly underpayment has been identified, this historical underpayment does not need to be addressed. \*

**2. Clerk's Working Hours**

To agree increase from 6.5 to 12 hours per week from November 2024

**Financial Impact:**

Current (from November)

- Hours per week: 6.50

- Hourly rate: £17.79

- Monthly pay: £500.70

- Annual salary: £6,008.39

Proposed:

- Hours per week: 12.00

- Hourly rate: £17.79

- Monthly pay: £924.37

- Annual salary: £11,092.42

**Supporting Context**

\* Position undertaken during COVID lockdown when previous clerk required emergency surgery

\* No formal job description or clarification of working hours provided at appointment

\* Independent evaluation by Personnel Advice & Solutions Ltd confirms:

- Role matches 80% of national full-time clerk template

- Recommends 15-20 hours per week

- Current hours significantly below sector standards

\* Currently working approximately 13 hours/week

\* Request demonstrates fiscal responsibility:

- Below professional recommendation of 15-20 hours

- No back pay requested for 2.5 years of additional hours

- Ensures compliance with minimum wage requirements

**3. Clerk's Annual Bonus**

To agree annual bonus payment up to £500 (as allocated in the budget).

\*All elements presented are within budget, professionally validated, and essential for sustainable service delivery.\*