



Minutes of the Personnel Committee Meeting

held on 17th January 2022 at 9.30am in the Parish Office

Present: Cllr P Alker (in the chair), Cllr G Gregory, Cllr Simkin Jayne Cooper Clerk

Public Open Forum - None present

1. To elect a Chair and Vice Chair

Cllr Alker was elected Chair and Cllr Gregory was elected Vice Chair

2. To receive apologies and record absences

Absences: Cllr S Powell, Cllr G Payne

3. To record any declarations of interest

Cllr Simkin declared an interest as her mother is employed with the Parish Council. Cllr Alker declared an interest as her husband maintains the website and is Chair of GLEAN.

4. To receive and confirm the minutes of the meeting held on 26th April 2021.

The minutes were approved as a true and accurate record.

5. To consider any matters arising not elsewhere on the agenda

Staff holidays: The Clerk to determine any holiday remaining for herself, the Council Support Officer and Cleaner/Caretaker. Personnel Committee members would then review and decide if any holiday could be carried over to 2022/23.

6. To carry out the annual review of the Terms of Reference]

The Terms of Reference had been updated during 2021 but not approved. Therefore, the updated Terms of Reference, amended following advice received from SPCA, in that 3 members of the Personnel Committee should carry out the appraisal of the Clerk as well as the inclusion of the need to review policies and documents relating to employment matters, was approved.

7. To acknowledge pay increments for the year 2022/23 which will feed into the 2022/23 budget

Pay increments are implemented annually in line with contracts of employment however, the pay scales for 2022/23 were noted as well as a rise in the National Living Wage to £9.50 per hour from April 2022 as well as a rise in National Insurance contributions from April 2022. This information would form part of the employment costs in the 2022/23 budget.

8. To set dates for staff appraisals

The Clerk's appraisal was set for Monday 24th January 2022 with Cllrs Alker, Gregory and Simkin conducting the appraisal in line with the revised Terms of Reference. The Clerk would carry out

the appraisals of the Council Support Office and Cleaner/Caretaker. Suggestions were put forward to include in the CSO appraisal discussion about minuting the Grosvenor Centre Committee meeting (now the Communications Committee has been disbanded) and overseeing the administration duties for the new Events Working Group (to be Events Committee from May 2022).

9. To consider any other personnel matters

It was agreed that the Handyman (who is self-employed) should to be asked to carry out play area inspections more regularly (and in line with guidelines) as well as weekly testing of the Fire Alarm system in the Grosvenor Centre.

10. To agree the date and time of the next meeting - TBC

The meeting closed at 10.10am