



## **Minutes of the Personnel Committee Meeting**

**held on 18<sup>th</sup> July 2022 at 2.30pm 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 receive apologies and record absences**

Apologies received from Cllr Mills and Cllr Greatrex. Cllr Tomkinson is absent on approved leave.

### **2. To record any declarations of interest**

Cllr Simkin declared an interest as her mother is employed with the Parish Council.

### **3. To receive and confirm the minutes of the meeting held on 4<sup>th</sup> July 2022**

The minutes were approved as a true and accurate record.

### **4. To consider any matters arising not elsewhere on the agenda**

There were no matters arising.

### **5. To finalise the review of Clerk and CSO job descriptions, increase in CSO hours and remuneration.**

It was agreed to add the responsibility for the Events Committee, Health and Safety Committee and Risk Assessment management to the job description of the Council Support Officer (CSO) and increase the hours to 20 per week. In recognition of successfully completing the CiLCA qualification and the increased responsibilities, it was suggested that the CSO would be paid scale 8. Personnel Committee would monitor the amount of additional work created from the increased responsibilities. Rate of pay to be agreed once new pay scales are received.

#### **6. To approve job specification for self-employed Handyperson**

A revised job specification was approved. The hourly pay for the former Handyperson was £13. Adverts to be displayed locally. A rate of pay to be approved at the next meeting subject to consideration of applications.

#### **7. To consider any Health and Safety matters**

Two air cooling units had been purchased for the parish office.

#### **8. To agree the date and time of the next meeting**

To be confirmed.

Meeting closed at 3.30pm