



Minutes of the Personnel Committee Meeting

held on 7th November at 9.15am in the Parish Office

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

Public Open Forum - None present

1. To receive apologies and record absences

Apologies received from Cllr Greatrex and Cllr Powell.

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 18th July 2022 and the notes of the informal meeting held on 10th October

The minutes of the meeting held on 18th July were approved as a true and accurate record. The notes of the meeting held on 10th October were accepted.

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.

Further consideration had been given to the role of CSO, the additional responsibilities, the additional hours as well as 2022/23 pay scales that had recently been agreed by the Local Government Association.

It was agreed that the CSO should be paid at point 9 on the new scale. It was acknowledged that in April 2023 there would be an automatic rise of one incremental point to point 10 and subject to a satisfactory period of 6 months, one further increment would be applied. During the 6 month probationary period, the additional duties and responsibilities would be monitored. The Clerk would meet with the CSO to discuss the changes and confirm the requirements of the additional responsibilities.

6 To receive an update on the role of the Handyman

The Clerk confirmed that Mr Roger Arrowsmith, who had been carrying out Handyman duties on a temporary arrangement for the last few months, had confirmed he would be willing to take on the role permanently on a self employed basis. This was welcomed as there had been no other expressions of interest or applications received and members were aware that Mr Arrowsmith was a fully competent Handyman and work carried out by him over the summer months had been

carried out to a very high standard. The Clerk would meet with Mr Arrowsmith when he returns from holiday to finalise arrangements and ensure that Mr Arrowsmith is aware that he would need sufficient insurance. The rate of pay was agreed at £11 per hour.

7. To consider any Health and Safety matters

A risk assessment of the Parish Office and Grosvenor Centre would be carried out on 15th November 2022.

8 To agree staffing costs

The revised pay scales were noted. Back dated pay from April 2022 to October 2022 would be applied to November salaries for both the Clerk and CSO. Committee members had also received notification that with effect from 1st April 2023, there is an entitlement of an increase of one day to all employees' annual leave.

The Clerk reported that the employment budget for the current financial year (2022/23) is likely to be exceeded with the addition of the back dated pay and increase in rate of pay and working hours for the CSO. This was accepted.

It was recommended that based on information received on new rates of pay and that the Clerk had requested from the payroll provider a revised monthly staffing cost (which hadn't yet been received), Resources Committee, with the Clerk's guidance, should calculate the budget requirement for the 2023/24 financial year.

9 To agree the date and time of the next meeting

Monday 21st November at 9.15am.