

Minutes of the meeting of the Personnel Committee held 18.00hrs Tuesday, 14 June 2022, via remote attendance.

Present: Cllr S Booth, Cllr. Brewis, Cllr Bruch, Cllr. Davies, Cllr Goodwin (chair), Mrs K Croxford (admin assistant), Mr R Smith (clerk),

Absent: Cllr. York

Under the Personnel Committee's terms of reference, the meeting was opened under closed session due to reasons of confidentiality, in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2). (18)

- 22.01. It was **resolved** to elect Cllr Goodwin as chair for the year 2022/2023
- 22.02. No apologies were received.
- 22.03. There were no declarations of disclosable interest not previously disclosed.
- 22.04. It was **resolved** to approve the minutes of the meeting held on the 09 March 2021
- 22.05. Staff Appraisals.

Mrs Croxford left the meeting at 18:10 hrs

- 01. The committee received a copy from the clerk of the administrative assistant's appraisal which had taken place with the clerk on 06 April 2022. This had previously been signed as agreed by the admin assistant and the clerk.
- 02. It was **resolved** for Cllr Goodwin and Cllr Booth to sign off the appraisal as approved by the committee.

Mr Smith left the meeting at 18:15hrs

- 03. The committee received a copy from the clerk of his appraisal which had taken place on 06 April 2022 with Cllr Scarlett (previous Personnel Committee chair). This had previously been signed as agreed by the clerk.
 - 04. It was **resolved** for Cllr Goodwin and Cllr Booth to sign off the appraisal as approved by the committee.
- 22.06. Matters relating to holiday, pay or overtime.
- 01. Any holiday or toil carry over for the clerk from the previous year was noted.
 - 02. Any holiday or toil carry over for the admin assistance from the previous year was noted.
 - 03. It was **resolved** that the clerk continue to have authorisation to approve up to 4 hours per week overtime for the admin assistant. Any overtime to be reported to the chair of the committee at the earliest convenience
 - 04. It was noted that the admin assistant continued to monitor her overtime, reporting matters to the clerk.
 - 05. The committee resolved on making recommendations to the full Council about staff overtime.
- 22.07. Review of employment terms
- 01. Matters relating to the outside operative's pay effective 01 April 2022 were noted.
 - 02. It was **resolved** to recommend to the Parish Council on matters relating to the outside operative's pay effective 01 April 2022.
 - 03. It was resolved to recommend to the Parish Council on matters relating to the clerk and the admin assistant's pay effective 01 April 2022.
- 22.08. It was noted that the Parish office was now open to the public on Tuesdays 10.00hrs to 12:00hrs, and at other times by appointment with the clerk.
- 22.09. Cllr S Booth expressed his thanks to all the staff for their help and work during his chairmanship.
- 22.10. It was **resolved** to hold the next Personnel Committee meeting 18:00hrs, 11 October 2022 when it was anticipated that the Salaries budget for 2023-24 would be considered.

There being no other business, the chair closed the meeting at 18:38hrs.

Signed
Personnel Committee Chair

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