

Minutes subject to approval at the next meeting.

Minutes of the meeting of the Personnel Committee held on Thursday 20th February 11.00am in the Parish Office, The Curlew Centre.

Present: Cllr. Brewis, Cllr. Goodwin, Cllr. Scarlett, Mr R Smith (clerk), Mrs K Croxford (admin. Assistant)

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

20.001 Apologies for absence

Cllr S Booth.

20.002 To receive declarations of disclosable, pecuniary, or other interests, not previously notified to the monitoring officer and /or consideration of any dispensation.

None

20.003 To agree to sign the minutes of the personnel meeting held on the 28th November 2019

It was **resolved** to accept the draft minutes of the meeting held on the 28th November 2019.

20.004 To review the Council's Pension Discretion Statement and resolve on recommendation to Council.

It was resolved to recommend that no material changes are made to the Pension Discretion Statement.

20.005 Annual Appraisals

- I. The committee received a report from the clerk on the litter picker & outside operative appraisal. Discussions took place into the proposed utility vehicle and councillors felt that this offered further opportunities to develop the role, particularly if additional outside operatives were employed. It was **resolved** to recommend to full council the approval of the litter picker & outside operative appraisal report. The chair of the committee then signed the document accordingly.

Mrs Croxford left the meeting at 11.45am

- II. The committee received a report from the clerk on the administrative assistant's appraisal.
- III. It was **resolved** to recommend to full council the approval of the administration assistant's appraisal report. The chair of the committee then signed the document accordingly.
- IV. It was **resolved** to recommend to full council that any remaining holiday for the y/e 31st March 2020 of less than a day was to be carried forward to the following year.
- V. Being within the salaries budget, it was **resolved** to recommend to full council that overtime of up to 30 hours at standard rate be paid to the administration assistant for any additional hours worked up to 31st March 2020 To be paid by the end of March 2020.

Mr Smith left the meeting at 11.55am

- VI. The committee received a report from the chair of the committee on the clerk's appraisal
- VII. It was resolved to recommend to full council the approval of the clerk's appraisal report and that the document should be signed accordingly.
- VIII. It was resolved to recommend to full council that any remaining holiday for the y/e 31st March 2020 of less than a day was to be carried forward to the following year.
- IX. Being within the salaries budget, it was **resolved** to recommend to full council that overtime of up to 50 hours at standard rate be paid to the clerk for any additional hours worked up to 31st March 2020. To be paid by the end of March 2020.
- X. It was **resolved** to recommend to full council that the clerk's contract working hours be increased by 6 hours per week to 30 hours per week, commencing 1st April 2020 and that the salaries budget be amended to incorporate this.
- XI. It was **resolved** to recommend to full council that the clerk was encouraged and authorised to complete the CILCA qualification as soon as possible.
- XII. It was **resolved** to recommend to full council that the clerk was encouraged and authorised to attend the SLCC National Conference to be held in 2021
- XIII. It was **resolved** to recommend to full council that the clerk was encouraged and authorised to attend Data Protection Training within 2 years.

Mr Smith returned to the meeting at 12.10pm

20.006 Date of next meeting

It was **resolved** not to set a date for a further meeting. The next meeting would be call as required.

There being no other business, the meeting closed at 12.15pm.

Signed
Personnel Committee Chairman

Date.....