

## Minutes of the meeting of the Personnel Committee held 18.00hrs Tuesday, 18 October 2022 held in the Bridge Room at the Curlew Centre.

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

**Absent:** Cllr S Booth, Cllr Davies.

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)

- 22.11. Apologies were received from Cllr. Davies,
- 22.12. There were no declarations of disclosable interest not previously disclosed.
- 22.13. It was **resolved** to approve the minutes of the meeting held 14 June 2022
- 22.14. The clerk reported on the appointment of the new Outside Operative.
  01. Mr Dave Lambert had started work 04 October 2022.
  02. Mr Lambert's contract of employment had been issued, signed, and returned.
  03. The Parish Council's electric utility vehicle was now back on the road following repairs and MOT. There had been a significant delay in the receipt of spare parts from the original supplier Lift Safe Ltd.
- 22.15. The clerk reported on Local Government Pay negotiations 2022/23.
  01. Unison had voted to accept the Government's offer. However, for the offer to be finalised and paid to employees, Unite and GMB members acceptance was necessary. The unions closed their consultations 14 and 21 October 2022 respectively.
  02. Details of the final offer affecting the Parish Council had been circulated to members which included:
    - i) A £1,925 increase for all NJC pay points from 1 April 2022.
    - ii) An increase in annual leave of 1 day for all employees from 01 April 2023.
  03. It was **resolved** that subject to the agreement being finalised, a recommendation would be submitted at the next Parish Council meeting from the Personnel Committee for the Parish Council to implement the agreement in full.
  04. Following an enquiry by Cllr Bruch, the clerk would investigate concerns about the payment of Employer's National Insurance contributions.
- 22.16. It was **resolved** to recommend approval of the Parish Council Salaries Budget 2023/23 as circulated, subject to there being no change to the employer's final pay offer for the year 2022/23.
- 22.17. It was **resolved** to recommend the closure of the parish office for two weeks over the Christmas period. The office would be closed from 21 December 2021, with staff returning to work in the New Year on the 03 January 2023 and the parish office reopening on 10 January 2023.
- 22.18. It was **resolved** that staff appraisal forms would be circulated at the December meeting for completion and returned from councillors by 06 January 2023.
- 22.19. There were no other personnel related matters:
- 22.20. It was **resolved** to hold the next meeting of the Personnel committee 18:00hrs Tuesday 21 March 2023.

There being no other business, the chair closed the meeting at 18:30 hrs.

Signed .....  
Personnel Committee Chair

Date.....