

Minutes of the meeting of the Personnel Committee held 18.00hrs Tuesday, 21 March 2023 held in the Bridge Room at the Curlew Centre.

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

Absent: Cllr S Booth & Cllr Brewis

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)

23.01. Apologies were received from Cllr S Booth & Cllr Brewis.

23.02. There were no declarations of disclosable interest not previously disclosed.

23.03. It was **resolved** to approve the minutes of the meeting held 18 October 2022.

23.04. Update on Local Government pay negotiations 2023/24.

01. An update had been circulated with the meeting's agenda by the clerk and was noted by members.

02. Details of the offer included:

i. A £1,925 increase for all NJC pay points from 1 April 2023

ii. An increase of 3.88% on all pay points above the maximum of the pay spine from 1 April 2023.

23.05. Staff appraisals.

01. The clerk reported that the outside operative had settled into his role well. Mr Lambert's appraisal was due to take place within the next few weeks.

02. It was **resolved** for the clerk to sign off Mr Lambert's probationary period as having been successfully completed.

Mrs Croxford left the meeting at 18:06hrs.

03. The committee received a copy from the clerk of the administrative assistant's appraisal which had taken place with the clerk on 21 March 2023.

04. It was agreed that Cllr Goodwin should sign the form on behalf of the committee and then passed to the chair of the Parish Council for final sign off.

Mr Smith left the meeting at 18:13hrs.

05. The committee received a copy of the clerk's appraisal which had taken place with Cllr Goodwin on 20 March 2023.

06. It was agreed that Cllr Goodwin should sign the form on behalf of the committee and then passed to the chair of the Parish Council for final sign off.

Mrs Croxford and Mr Smith returned to the meeting at 18:20hrs.

23.06. Matters relating to holiday pay or overtime.

01. It was not expected that there would be any carry over of holiday into the next financial year.

02. It was not expected that there would be and overtime payments to the clerk or administrative assistant between now and the year end.

03. It was not expected that there would be any significant overtime payments to the outside operative between now and the year end.

04. It was noted that the Pension Scheme had requested that staff final year payments be made no later than 29 March 2023.

23.07. Review of employment conditions.

01. Matters relating to the outside operative's pay effective 01 April 2023, which had been approved in the budget for y/e 31 March 2023.

02. It was **resolved** to recommend to the Parish Council on matters relating to the clerk and the administration assistant's pay effective 01 April 2023.

23.08. It was **resolved** to hold the next meeting of the Personnel committee 18:00hrs Tuesday 10 October 2023 when it was anticipated that the Salaries budget for 2024-25 would be considered.

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

Signed
Personnel Committee Chair

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