



Minutes of Clipstone Parish Council Personnel Committee meeting held on Wednesday, 13 September 2023 at 7pm

Councillors Present:

J Fishwick
R Spademan
W Swiffin
R Clarey (none committee member)

In Attendance: The Clerk

CPC23/24 P10 **Apologies**

There were no apologies for absence

CPC23/24 P11 **Declaration of Interest**

There were no disclosures of pecuniary and non-pecuniary interests on matters being considered on the agenda

CPC23/24 P12 **Minutes**

It was **RESOLVED** to approve and sign the minutes of the meeting held on 14 June 2023

CPC23/24 P13 **Internal Audit**

It was **RECOMMENDED** that the Clerk reviews staff contracts to satisfy comment 4 from the Internal Auditors report.

It was **RECOMMENDED** that any suggested revisions are considered the next committee meeting

CPC23/24 P14 **Sick pay**

It was **RECOMMENDED** that Clipstone Parish Council adopts sick pay arrangements that mirror the arrangements of Newark and Sherwood District Council as detailed below:

OCCUPATIONAL SICK PAY ENTITLEMENTS

Provided they follow the correct procedures and submit the appropriate levels of certification, employees who do not attend work due to sickness will receive pay as outlined below:

During 1st year of service 1 months' full pay and (after completing 4 months' service) 2 months' half pay

Initial _____

During 2nd year of service 2 months' full pay and 2 months' half pay
 During 3rd year of service 4 months' full pay and 4 months' half pay
 During 4th/5th years of service 5 months' full pay and 5 months' half pay

After 5 years service 6 months' full pay and 6 months' half pay
 This scheme applies to all permanent and temporary contracted employees but not relief workers.

In exceptional cases the Council may continue payment where it is considered that any reduction or cessation of pay could result in severe psychological harm to an individual and /or delay their recovery further. In such cases the Personnel Committee and Clerk will review the employee's individual circumstances before any pay entitlement ends to determine whether sick pay should be extended, and if so, for how long.

It was **RECOMMENDED** that a member of the Personnel Committee checks in with an employee who is absent for an extended period at 12-week intervals

It was **NOTED** that an absence management review process is documented in Councils Leave Policy adopted on 22 March 2023

CPC23/24 P15

Safeguarding Policy

It was **RECOMMENDED** that Council adopt the draft Safeguarding Policy reviewed at this meeting

CPC23/24 P16

DBS checks

An update on staff DBS checks was **RECEIVED**

CPC23/24 P17

2023 Pay negotiations

An update on National Joint Committee pay negotiations for the 2023/2024 financial year was **RECEIVED**

It was **RECOMMENDED** that the National Joint Committee 2023/2024 pay award of £1 per hour for all employees is considered in the September Council Meeting, and implemented at the next available pay date following union approval

CPC23/24 P18

Meeting date

The next Personnel Committee meeting date of 13 December 2023 at 7pm was **NOTED**

The meeting closed at: 7.43pm

Signature of presiding chairman

Date