



## Minutes of Clipstone Parish Council Personnel Committee meeting held on Tuesday 10 March 2026 at 7pm

Councillors Present:

E Elujoba

J Fishwick

Dr T Olorundami

In Attendance: The Clerk and the RFO

: Cllr D Eskriett, Cllr B Mayes (non-committee members)

The meeting was due to start at 7pm but was delayed until 7.28pm to ensure quorum following a councillor's delay.

### P21 **Election of Chair**

Cllr Dr T Olorundami was nominated as chair for this meeting

Cllr E Elujoba arrived at 7.30pm

In line with the committee terms of reference, it was **RESOLVED** for Cllr B Mayes to participate in the meeting as a substitute member

### P22 **Apologies**

No apologies for absence were received

### P23 **Declaration of Interest**

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

### P24 **Minutes**

It was **RESOLVED** to approve and sign the minutes of the meeting held on 8 October 2025

### P25 **Staff Welfare, Capacity and Workload Management**

It was **RECOMMENDED** that a policy or plan for staff wellbeing be explored

It was **RECOMMENDED** that staff be asked to make a voluntary declaration of any other employment to support compliance with the Working Time Directive and help the council better support its staff

### P26 **Continuity of the councils functions**

- a) The committee considered the report presented by the RFO and raised concerns. The committee agreed it does not support the report or the recommendation to implement the suggested plan.

Initial \_\_\_\_\_

- It was **RECOMMENDED** that provision for additional staff costs in the case of any future long term absence be considered during the next review of ear marked reserves
- b) It was **NOTED** that a specification and agreement for the temporary provision of cleaning at the village hall had been written

**Grave preparation allowance**

- P27 Staff allowance for grave preparation was reviewed. The committee support the **RECOMMENDATION** to increase the allowance to £50

P28 **CiLCA**

It was **RECOMMENDED** that following attainment of Certificate in Local Council Administration (CiLCA) in December 2025, the Clerk should receive a one point salary scale increase in line with their contract and National Joint Council for Local Government Services pay conditions, backdated to the date of achievement and paid in the March 2026 salary

P29 **Next Meeting**

It was **RECOMMENDED** that the Personnel Committee remain **dormant** and be convened only if required, and that personnel matters be included within the confidential section of the monthly Council meetings to allow issues to be progressed more promptly

P30 **Confidential**

Public Bodies (Admission to Meetings) Act 1960:

It was **RESOLVED** that "in view of the confidential nature of the business about to be transacted, the Press and Public be excluded for the remainder of the meeting."

- a) It was **RECOMMENDED** that the Clerk progress measures to manage staff absence using their delegated authority, including any expenditure within their approved spending limits
- b) Each staff members appraisal was reviewed, and the committee made **RECOMMENDATIONS** where it considered progression to the Spinal Column Point (SCP) to be appropriate with any changes to take effect from 1 April 2026

The RFO left the meeting between 8.50pm and 9.17pm to allow confidential consideration

The Clerk left the meeting between 9.09pm and 9.17pm to allow confidential consideration

The meeting closed at 9.17pm

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**Signature of presiding chairman**

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**Date**