



Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,
clerk@clipstoneparishcouncil.org 01623 626857

1 December 2022

To: Councillor R Clarey
J Fishwick
W Swiffin
D Eskriett

Dear Councillor

You are hereby summoned to a Personnel committee meeting of Clipstone Parish Council which will be held in the Village Hall, Church Street, Clipstone, NG21 9DF on **Wednesday 7 December 2022 at 7pm.**

The public and press are invited to attend.

Regards

Michelle Paxton

Clerk to the Council

AGENDA

1. **Election of Chairman**

To receive nominations and elect a Chairman

2. **Apologies**

To receive apologies for absence

3. **Election of Vice-Chairman**

- a) To resolve whether a Vice-Chairman is appropriate at this early stage
- b) To receive nominations and elect a Vice-Chairman, if appropriate

4. **Declaration of Interest**

To receive any disclosures of pecuniary and non-pecuniary interests on matters being considered on the agenda

5. **Terms of Reference**

To accept the Terms of Reference

Appendix A

6. **Dates**

To agree a quarterly cycle of meeting dates with the next meeting date on Wednesday 08 March 2023

7. **Pay Settlement for 22/23**

- a) To note the pay settlement for the year 22/23
- b) To note back-pay was made in November's salary run

8. **Probation Periods**

- a) To agree a date to meet with the Clerk to discuss the completion of their probation period as part of a review
- b) To note that the Responsible Financial Officer's probation period is on hold due to maternity leave

9. **Real Living Wage**

To recommend that Council sign up to the Real Living Wage Foundation Appendix B

10. **Parish Workers Pay Bands and Scales**

To recommend the setting of pay bands and set scales in accordance with National Joint Committee pay scales Appendix C

11. **Consultant Clerk**

- a) To agree terms and conditions of employment Appendix D
- b) To agree a reference

12. **Project Resource**

To discuss resource to deliver internal and external projects Appendix E

13. **Pension Provision**

To consider transferring into the Local Government Pension Scheme Appendix F

14. **Team Budget**

To agree a team budget Appendix G

15. **Budget**

To review the HR elements of the budget in support of precept setting

- a) To note the additional day's holiday for all staff from 01 April 2023
- b) To consider and assess various dynamics as part of the budget setting process Appendix H

Appendix I

16. **Confidential**

Public Bodies (Admission to Meetings) Act 1960:

To resolve 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."

- i. Informal Complaint