



Minutes of Clipstone Parish Council Personnel Committee held on Wednesday 7 December 2022 at 7pm

Councillors Present:

R Clarey
J Fishwick
W Swiffin
D Eskriett

In Attendance: The Clerk and the Consultant Clerk

No members of the public attended.

1 **Election of Chairman**

It was RESOLVED to elect Councillor Fishwick as Chairman of the Personnel Committee.

2 **Apologies**

All Councillors were present so there were no apologies for absence.

3 **Election of Vice-Chairman**

It was RESOLVED not to elect a Vice-Chairman at this time.

4 **Declaration of Interest**

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

5 **Terms of Reference**

The Terms of Reference were NOTED, subject to a minor amendment. The amended Terms of Reference will be returned to Council for approval.

6 **Dates**

It was RECOMMENDED to hold quarterly meetings of the Personnel Committee.

The next meeting date will be Wednesday 08 March 2023 at 7pm.

7 **Pay Settlement for 22/23**

Initial _____

- a) The pay settlement for the year 22/23 was NOTED.
- b) It was NOTED that back-pay was made in November's salary run.

8 **Probation Periods**

- a) It was RESOLVED that Councillors Eskriett and Fishwick will meet with the Clerk on Wednesday 11 January 2023 to discuss the completion of their probation period.
- b) It was NOTED that the Responsible Financial Officer's probation period is on hold due to maternity leave.

9 **Real Living Wage**

It was RECOMMENDED not to sign up to the Real Living Wage Foundation. Staff are paid above the current minimum rate, and this decision should be reviewed in a year's time.

10 **Parish Workers Pay Bands and Scales**

It was agreed in principle to set salary scales and pay bands for parish workers in accordance with National Joint Committee pay scales. However, additional costing information was requested to allow a final recommendation to be made.

Item 11 was deferred until the end of the meeting but is recorded in agenda order. The Consultant Clerk left the meeting to allow the Committee to discuss.

11 **Consultant Clerk**

- a) It was RECOMMENDED that the Consultant Clerk is asked to work with the Parish Council until the end of February 2023.
- b) It was RECOMMENDED that a reference for the Consultant Clerk be provided.

12 **Project Resource**

The report was NOTED, and it was agreed that updates should be placed before this Committee since the availability of human resource is often the restriction to projects progressing.

13 **Pension Provision**

It was agreed in principle that improvements to the pension scheme for staff may be appropriate. A request for detailed costings of the various options was made which will aid a recommendation to Council.

14 **Team Budget**

It was RECOMMENDED to agree a team budget of £200.

15 **Budget**

- a) The additional day's holiday for all staff from 01 April 2023 was NOTED.
- b) Staffing costs as part of the budget setting process were discussed.
Additional calculations were requested to be available for the January 2023 Parish Council meeting.

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."

An informal complaint was NOTED.

The meeting closed at: 9.10pm

Signature of presiding chairman

Date