



Clipstone Parish Council

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

01 March 2023

To: Councillor R Clarey
J Fishwick
W Swiffin
C Wigman

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 8 March 2023 at 7pm.**

The public and press are invited to attend.

Regards

Michelle Paxton

Clerk to the Council

AGENDA

17 **Welcome**

Chairman to open the meeting

18 **Apologies**

To receive apologies for absence

19 **Declaration of Interest**

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

20 **Minutes**

To approve and sign the minutes of the meeting held on 7 December 2022

Appendix A

21 **Policies**

To recommend the adoption of the following policies to Council:

- | | |
|---------------------------|------------|
| a) Grievance Policy | Appendix B |
| b) Disciplinary Policy | Appendix C |
| c) Dignity at Work Policy | Appendix D |
| d) Appraisal Policy | Appendix E |
| e) Leave Policy | Appendix F |

22 **Civility and Respect Pledge**

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|---|------------|
| a) To receive a report and recommend support of the civility and respect pledge | Appendix G |
| b) To note the availability of separate training for Councillors and staff | |

23 **Staff**

- a) To note the Clerk's review and a request to extend the probation period
- b) To note a follow up meeting on 02 April 2023 and to agree two Personnel Committee representatives to attend
- c) To note the Clerk's Introduction to Local Council Administration (iLCA) qualification
- d) To note the Responsible Finance Officers Financial Introduction to Local Council Administration (FiLCA) qualification
- e) To note that the Responsible Financial Officer's probation period review is due in March 2023
- f) To note that the Responsible Financial Officer has been appointed to the role of Clerk in another Parish Council
- g) To note the end of Consultant Clerk's assignment
- h) To confirm a reference for the Consultant Clerk has been issued

24 **Pension Provision**

To consider an improved Pension Scheme offering for all employees Appendix H

25 **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 I

26 **Next meeting date**

To note the next Personnel Committee meeting date of Wednesday 14 June 2023

27 **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. Update on previous informal complaint