



Minutes of Clipstone Parish Council Personnel Committee Meeting held on Wednesday, 8 March 2023 at 7pm

Councillors Present:

R Clarey
J Fishwick
W Swiffin
C Wigman

In Attendance: The Clerk and the Responsible Finance Officer

One member of the public attended

17 **Welcome**

The Chairman opened the meeting

18 **Apologies**

All Councillors were present so there were no apologies for absence

19 **Declaration of Interest**

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

20 **Minutes**

It was **RESOLVED** to approve and sign the minutes of the meeting held on 7 December 2022

21 **Policies**

It was **RECOMMENDED** to adopt the following policies to Council:

- a) Grievance Policy
- b) Disciplinary Policy
- c) Dignity at Work Policy
- d) Appraisal Policy

It was **RECOMMENDED** to adopt the following policy with an amendment updated

- e) Leave Policy

Initial _____

22 **Civility and Respect Pledge**

- a) It was **RECOMMENDED** to support signing up to the civility and respect pledge
- b) The availability of separate training for Councillors and staff was **NOTED**

23 **Staff**

- a) The Clerk's review and a request to extend the probation period was **NOTED**
- b) It was **RESOLVED** that Councillor Fishwick and Councillor Swiffin will meet with the Clerk on Wednesday 12 April 2023 to discuss the completion of their probation period.
- c) The Clerk's completion of the Introduction to Local Council Administration (iLCA) qualification was **NOTED**
- d) The Responsible Finance Officers completion of the Financial Introduction to Local Council Administration (FiLCA) qualification was **NOTED**
- e) It was **NOTED** that the Responsible Financial Officer's probation period review will take place in March 2023
- f) It was **NOTED** that the Responsible Financial Officer has been appointed to the role of Clerk in another Parish Council
- g) The end of Consultant Clerk's assignment was **NOTED**
- h) It was **NOTED** that a reference for the Consultant Clerk has been issued

24 **Pension Provision**

It was **RECOMMENDED** that the current pension provision is improved, and a Local Government Pension Scheme is offered to all employees

25 **Parish Workers Pay Bands and Scales**

It was **RECOMMENDED** that pay bands and set scales in accordance with National Joint Committee pay scales are adopted, and that Parish Workers move to the nearest pay point.

26 **Next meeting date**

The next Personnel Committee meeting date of Wednesday 14 June 2023 was **NOTED**

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. An update on previous informal complaint was **NOTED**

The meeting closed at: 8.02pm

Signature of presiding chairman

Date