



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