



Minutes of Clipstone Parish Council Personnel Committee meeting held on Wednesday 14 June 2023 at 7pm

Councillors Present:

R Spademan
J Fishwick
W Swiffin

In Attendance: The Clerk and the Responsible Finance Officer
: One Councillor who is not a committee member

CPC23/24 P1

Chairman

It was **RESOLVED** to elect Councillor Jane Fishwick as Chairman of the committee.

CPC23/24 P2

Apologies

There were no apologies for absence.

CPC23/24 P3

Declaration of Interest

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

CPC23/24 P4

Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 8 March 2023.

CPC23/24 P5

Employees

- a) Employees return to work following absence was **NOTED**.
- b) The Clerk's probationary review and permanent appointment (ratified April PC meeting) was **NOTED**.
- c) The Responsible Financial Officer's probationary review and permanent appointment was **NOTED**.
- d) The Administration Assistants probationary review and permanent appointment was **NOTED**.

CPC23/24 P6

Sick pay

The committee **RECEIVED** a report of arrangements for employee's sick pay.

It was **RECOMMENDED** that changes to the sick pay provision are made following further investigations. This will allow Council to establish a procedure for when SSP ends and when an employee has been absent beyond 12 months.

CPC23/24 P7

Safeguarding

a) It was **RECOMMENDED** that Council introduce a safeguarding policy which is a combination of the sample safeguarding policies reviewed. It was **RECOMMENDED** that safeguarding training for employees is considered.

b) It was **RECOMMENDED** that basic DBS checks are conducted for all current employees at Councils expense, and for any future employees at the employees' expense.

It was **RECOMMENDED** that employees complete a self-declaration form annually to confirm that there have been no changes affecting their DBS results.

CPC23/24 P8

2023 Pay negotiations

The commencement of the National Joint Committee pay negotiations was **NOTED**.

CPC23/24 P9

Meeting dates

A quarterly cycle meeting schedule for the next civic year was discussed and the next meeting date of Wednesday 13 September 2023 at 7pm was **CONFIRMED**.

The meeting closed at: 8.02pm

Signature of presiding chairman

Date