

**MINUTES**  
**PERSONNEL COMMITTEE MEETING**

Friday 12<sup>th</sup> April 2019, 10.00am  
Parish Council Office

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**Present:** Cllrs Mrs. Aston, Mr. Sharp and Mr. Truesdale (Chair)  
Clerk: Ms. Gilbert

**S19 6 APOLOGIES**

All Members were present.

**S19 7 DECLARATIONS OF INTEREST**

The Clerk left the room during the discussion at items S19 9 & 10.

**S19 8 MINUTES**

The minutes of the meeting held on 29<sup>th</sup> June 2018 were AGREED as a true record and signed.

**S19 13 ADDITIONAL STAFF MEMBER**

When the deputy clerk was appointed it was agreed that the position could be filled by 1 FTE, or by the equivalent 2 part-time employees. This means that one part-time position is still available to recruit an administrative assistant. The additional role would include managing reception and monitoring social media and responding if necessary.

It was AGREED to prepare a person specification and job description with a view to advertising in early July. The position needs to be temporary until work starts on the PC office. Working hours could be 9.30am - 3.00pm to fit in with school parents.

**S19 14 DATES OF FUTURE MEETINGS** - To be decided.

**CONFIDENTIAL ITEMS**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the committee resolved to exclude members of the public because of the confidential nature of the business to be transacted.

**S19 9 STAFF SPINAL POINT REVIEW**

The spinal points for the Clerk and Deputy Clerk positions were reviewed with a RECOMMENDATION to Council.

**S19 10 STAFF SALARIES**

The NALC recommended pay increases for 2019-20 were AGREED for RECOMMENDATION to Council. A further review of staff salaries in line with the spinal point review was AGREED for RECOMMENDATION to Council.

**S19 11 APPRAISALS**

The format and timing of staff appraisals was AGREED.

**S19 12 PENSION CONTRIBUTIONS**

The Council's employer pension contributions were reviewed to ensure compliance with the Pensions Regulations and a RECOMMENDATION was made to Council.

**CLOSURE OF THE MEETING**

The meeting closed at 11.10am

Signed: \_\_\_\_\_  
Chair

Date: 2<sup>nd</sup> August 2019