

# Tickton & Routh Parish Council

## Personnel Committee

**DRAFT** Minutes of the Personnel Committee held virtually on Monday 8 March 2021 held remotely via Zoom in line with the temporary powers enabled by Section 78 of the Coronavirus 2020 Act.

**Present:** Chair: Councillor N Walker  
Councillors: Lenton; Oliver & Riley

**Apologies** None received

**Absent:** None

**Public:** No members of the public attended

**Minute Taker** Mrs M Middleton - Clerk

1/21	<b>APOLOGIES</b> – None recorded.
2/21	<b>DECLARATION OF INTEREST</b> None declared.
3/21	<b>MINUTES</b> <b><u>Resolved:</u> The minutes of the meeting of the 7 December 2020 were approved as an accurate record.</b>
	<b>Having regard to the confidential nature of the business to be transacted, the meeting is closed to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.</b>
4/21	<b>CLERK'S UPDATE</b> Due to a change in circumstance the Clerk will not be available during the day on a Monday from 24 May 2021 onwards and a Tuesday from 25 May to 20 July 2021 inclusive.
5/21	<b>ANNUAL LEAVE</b> The Committee considered; 1. An amendment to the Clerk's terms and conditions as detailed in the recommendation below. 2. Annual leave 2020-21
6/21	<b>RECOMMENDATIONS TO FULL COUNCIL</b> 1. To consider amendment to Clerk's terms and conditions due to NJC (National Joint Council for Local Government Services) change in regulations: "From April 2020, the NJC minimum leave is 22 days (25 days after 5 years) plus 8 public holidays plus 2 extra statutory days." 2. To consider amendment to Clerk's terms and conditions to include; Model NALC Contract 2011 Clause '15.5 Annual leave must be taken at times agreed with the Council. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of the Council.' 3. To approve 5 days' leave to be taken before 31 March 2021. 4. To consider carry forward of 5 days' leave and due to exceptional circumstances to financially reimburse the balance of 8 day's leave (24 hours) remaining in 2020-21.
7/21	There being no further business the meeting closed at 7:55 pm. The next meeting of the Personnel Committee to be held in October 2021 at 7:30pm.

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**Signed (Chair)**

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**Date**