



DRAFT Minutes of the Personnel Committee Meeting held on Monday, 20 November 2023 at 7.00pm held in Tickton Village Hall, Main Street, Tickton.

Present: Councillors: Hadley; Oliver & Vickers.

In Attendance: The Clerk, Mrs Michelle Middleton

Apologies: Councillor: Dickson

Absent: Councillor: Warren

Public: No members of the public in attendance

- Apologies** - To receive and approve any apologies for absence.
Cllr Dickson
- Notes** - To receive notes of the Personnel meeting held on of 14 November 2022.
Received and noted.
- Declaration of Interests** - To note any pecuniary and non-pecuniary interests in respect of items on this agenda and the nature of those interests.
None received.
- Election of Chair of the Personnel Committee**
RESOLVED: Cllr Hadley was elected Chair.
- PRIVATE SESSION (PART II)** - To consider resolving to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) for the next item(s) on the agenda as it relates to confidential or staffing matters.
RESOLVED: Approved.
- National Pay Agreement 2023/24** – To receive and note agreement documentation.
The Committee noted the NJC National Pay Award of £1 per hour, backdated to 1st April 2023
The Clerk left the room.
- Performance Review** - To consider the Clerks performance in line with Contract (Clause 5. II.) and to inform agenda item 8.
The Committee considered performance in line with Contract.
The Clerk returned to the room.
- Review of Employee Salaries 2024/25** - To consider and agree recommended changes for approval by the Parish Council in preparation for preparing the budget.
RECOMMENDATION: To commence on 1 April 2024
Clerk – NJC Scale Point 18 plus NJC National Pay Award
Handyman – NJC Scale Point 6 plus NJC National Pay Award
- Appraisal 2024/25** - To appoint two Councillors to undertake the Clerks appraisal in 2024.
RESOLVED: Cllr Hadley and Cllr Oliver were appointed to undertake the Clerks appraisal at 7:00pm before the October PC meeting. The Clerk to undertake the Handyman’s appraisal early October 2024.
- Personnel Policies** – To agree timetable for review of Personnel policies for approval by Full Council.
RESOLVED: The Clerk to review policies and present to the Personnel Committee for consideration.
- Date of Next Meeting** - To be agreed.
RESOLVED: The next Personnel Committee meeting to be held on 18 November 2023 at 7:00pm, Tickton Village Hall.

Signed _____ (Chairman) Date _____