

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden
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20th June 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Personnel Committee to be held on **WEDNESDAY 3rd JULY 2024** commencing at **10.00 a.m.** at **Hartley Library**.

Yours sincerely

Helen Boden

Helen Boden
Proper Officer

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.

AGENDA

1. Election of Chairman

To elect a Chairman of the Personnel Committee until the Annual Meeting of the Council in May 2025.

2. Apologies

To receive apologies for absence.

3. Declarations of Interest

To receive Members' declarations of interest not already included on their Register of Interests.

4. Minutes (WHITE)

To approve the minutes of the meeting of the Personnel Committee held on 24th April 2024, as a correct record. (Annexed).

Pursuant to Standing Order 3 (e), if any member of the public is present at the meeting the Chairman will invite members of the public to express an interest should they wish to make representations, answer questions or give evidence in respect of any item of business included in the agenda.

5. Terms of Reference (CREAM)

To review the Terms of Reference for the Personnel Committee as approved by the Council on 13th May 2024. (Annexed)

Background document

Terms of Reference approved 13th May 2024.

Pursuant to Standing Order 3 (d) the public will be excluded from the meeting during consideration of agenda item 6, Staff, due to the confidential nature of the business to be transacted relating to staff matters.

6. Staff (YELLOW)

(a) To approve the staff appraisals which took place on Monday 1st July 2024 and to consider any employee comments. (Previously circulated).

(b) At the meeting of the Personnel Committee held on 28th June 2023, it was recommended that both the Clerk's and the Assistant Clerk's salary rise annually on the 1st April each year by one spinal column point to the scale maximum, at the discretion of the Council.

Following the recent staff appraisals, the Committee is requested to consider whether this increase should be applied for 2024/25.

List of circulated documents

1. Minutes of the Personnel Committee meeting held on 24th April 2024. **(WHITE)**.
2. Terms of Reference approved 13th May 2024. **(CREAM)**.
3. Staff Appraisals dated 1st July 2024. **CONFIDENTIAL (YELLOW)**.