

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden
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21st August 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Personnel Committee to be held on **WEDNESDAY 27th AUGUST 2025** commencing at **10.15a.m.** at **Hartley Library** or at the conclusion of the meeting of the Planning Committee, whichever is later.

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 2026.

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 30th April 2025, as a correct record. (Annexed).

5. Terms of Reference (CREAM)

To review the Terms of Reference for the Personnel Committee as approved by the Council on 12th May 2025. (Annexed)

Background document

Terms of Reference approved 12th May 2025.

Pursuant to Standing Order 3 (d) the public will be excluded from the meeting during consideration of agenda item 6, Staff and item 7, National Salary Award 2025/26, due to the confidential nature of the business to be transacted relating to staff matters.

6. Staff

To review current staffing arrangements for the Parish Office.

7. National Salary Award 2025/26 (CREAM)

To consider the Local Government Services Pay Agreement 2025/26, received from KALC, regarding the new pay scales to be implemented from 1st April 2025. (Annexed).

List of circulated documents

1. Minutes of the Personnel Committee meeting held on 30th April 2025. **(WHITE)**.
2. Local Government Services pay agreement received from KALC. **(CREAM)**.