

## HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden  
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22<sup>nd</sup> June 2023

Dear Councillor

You are hereby summoned to attend a meeting of the Personnel Committee to be held on **WEDNESDAY 28<sup>th</sup> June 2023** commencing at **10.15 a.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.**

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## AGENDA

### **1. Election of Chairman**

To elect a Chairman of the Personnel Committee until the Annual Meeting of the Council in May 2024.

### **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 22<sup>nd</sup> June 2022, 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 10<sup>th</sup> May 2023. (Annexed)

### Background document

*Terms of Reference approved 10<sup>th</sup> May 2023*

**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 Wednesday 21<sup>st</sup> June 2023. (Previously circulated).

(b) At the meeting of the Personnel Committee held on 22<sup>nd</sup> June 2022, it was recommended that both the Clerk's and the Assistant Clerk's salary rise annually on the 1<sup>st</sup> 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 2023/24.

### List of circulated documents

1. Minutes of the Personnel Committee meeting held on 22<sup>nd</sup> June 2022. **(WHITE)**.
2. Terms of Reference approved 10<sup>th</sup> May 2023. **(CREAM)**.
3. Staff Appraisals dated 21<sup>st</sup> June 2023. **CONFIDENTIAL (YELLOW)**.