

**MINUTES OF THE
MEETING OF THE PERSONNEL COMMITTEE**

**HELD ON 23rd JUNE 2023 AT 10.30 a.m.
AT HARTLEY LIBRARY, ASH ROAD**

Present:

Cllr Larry Abraham
Cllr Anne Oxtoby
Cllr Brian Ramsay

In attendance:

Helen Boden – (*Clerk*)

1. Election of Chairman

RESOLVED: That,

Cllr Anne Oxtoby be elected Chairman of the Personnel Committee until the Annual Meeting of the Council in May 2024.

2. Apologies for absence

There were no apologies for absence.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes

RESOLVED: That,

the minutes of the meeting of the Personnel Committee held on 22nd June 2022, be approved and signed by the Chairman as a correct record.

5. Terms of Reference

The Committee reviewed the Terms of Reference of the Personnel Committee, as approved by the Council at its Annual Meeting held on 10th May 2023 and was satisfied that the Terms of Reference met the needs of the Committee.

RESOLVED: That,

the Terms of Reference of the Personnel Committee, as approved by the Council at its Annual Meeting on 10th May 2023, be noted

6. Staff

(a) The Committee considered the staff appraisals for both the Clerk and Assistant Clerk which took place on Wednesday 21st June 2023 and noted the employee comments.

RESOLVED: That,

the staff appraisals for both the Clerk and Assistant Clerk which took place on Wednesday 21st June 2023, including the employee comments, be noted.

The main issue highlighted by the Clerk and Assistant Clerk was that the general volume of work/pressure has increased year on year. Tasks in general are more time consuming due to changing/additional legislation/regulations, which both Clerks are concerned that they can't keep up with.

The Committee noted that the trial period of closing the office on Mondays, enabling the Clerk to work at home, had helped to ease the pressure of her being in the office on her own (due to the fact that the Assistant Clerk doesn't work Mondays or Fridays) and agreed that it should continue.

The Committee agreed that the office should also be closed on Fridays as and when required by the Clerk, to enable her to work at home.

The Clerk reported that she was particularly concerned that the time she has available to attend to matters regarding the open spaces/pavilion/playgrounds/tree inspections is not sufficient and has to be fitted in around the general workload.

The Committee agreed that in order to address this concern and in view of the fact that the above is an integral part of council business, the possibility of employing a member of staff to manage the amenities and open spaces of the council be explored.

RECOMMENDED: That,

(1) the trial period of closing the office on Mondays, enabling the Clerk to work at home, be continued;

(2) a trial period of closing the office on Fridays, enabling the Clerk to work from home (as and when required), be implemented and,

(3) the possibility of employing a member of staff to manage the amenities and open spaces of the council be explored, for consideration by the full Council.

(b) At the meeting of the Personnel Committee held on 22nd June 2022, it was recommended that both the Clerk's and 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.

RECOMMENDED: That,

the salaries of the Clerk and Assistant Clerk to the Council be increased by one Spinal Column Point, (25 for the Assistant Clerk and 38 for the Clerk) and back dated to 1st April 2023.

The Committee noted that the Local Government salary award for 2023/24 has not yet been finalised.

The meeting closed at 10.38a.m.

Signed:.....

Date:.....

Chairman

of

the

Personnel

Committee

