

**MINUTES OF THE  
MEETING OF THE PERSONNEL COMMITTEE  
HELD ON 24<sup>th</sup> APRIL 2024 AT 9.15 a.m.  
AT HARTLEY LIBRARY, ASH ROAD**

**Present:**

Cllr Larry Abraham  
Cllr Anne Oxtoby  
Cllr Brian Ramsay

**In attendance:**

Helen Boden – (*Clerk*)

**1. Apologies for absence**

There were no apologies for absence.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes**

RESOLVED: That,

the minutes of the meeting of the Personnel Committee held on 27<sup>th</sup> September 2023, be approved and signed by the Chairman as a correct record.

**4. Staff**

(a) The Committee had been requested to review the position of Clerk's Assistant, following completion of their 3 month fixed contract.

Both the Clerk and Members agreed that they were extremely satisfied with the work carried out by the Clerk's Assistant during the three month period from 2<sup>nd</sup> February 2024 and considered that her appointment should continue on a permanent basis.

The Committee agreed that with regard to the permanent contract, no probation period would be necessary, as the Clerk's Assistant had already completed a satisfactory initial three month period.

The Clerk reported that as the Clerk's Assistant's contract would be extended for more than three months, they would be automatically entered into membership of the Local Government Pension Scheme (LGPS) in respect of that contract, although they would have the right to opt out at any time.

RECOMMENDED: That,

(1) Mrs Fiona Hughes be appointed to the position of Clerk's Assistant to Hartley Parish Council on a permanent contract, for 16 hours per week, to be worked over two days per week (initially Monday and Friday, but subject to

change) at Local Government Grade LC (Points 13-17), commencing on Friday 3<sup>rd</sup> May 2024;

(2) the Clerk’s Assistant’s Contract of Employment, as set out in **Appendix 1** attached to these minutes, be approved.

(3) a letter be sent to the Clerk’s Assistant to advise them that they will be automatically entered into membership of the LGP, in respect of the above contract and that they have the right to opt out at any time.

(c) The Committee considered arrangements for staff appraisals due to be carried out in June.

RESOLVED: That,  
appraisals for all three members of staff be carried out on Wednesday 29<sup>th</sup> June 2024.

**The meeting closed at 9.36a.m.**

Signed:.....

Date:.....

Chairman of the Personnel Committee

