

**MINUTES OF THE
MEETING OF THE PERSONNEL COMMITTEE
HELD ON 3rd JULY 2024 AT 10.00 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 2025.

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 24th April 2024, 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 13th May 2024 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 13th May 2024, be noted

6. Staff

(a) The Committee considered the staff appraisals for the Clerk, Assistant Clerk and Clerk's Assistant which took place on Monday 1st July 2024 and noted the employee comments.

RESOLVED: That,

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

(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 had been requested to consider whether this increase should be applied for 2024/25.

The Committee noted that the Clerk's Assistant's contract states that subject to satisfactory performance, the first increment will be payable on 1st April 2025.

RECOMMENDED: That,

the salaries of the Clerk and Assistant Clerk to the Council be increased by one Spinal Column Point, (26 for the Assistant Clerk and 39 for the Clerk) and back dated to 1st April 2024.

The Committee noted that the Local Government salary award for 2024/25 has not yet been finalised.

The meeting closed at 10.09 a.m.

Signed:.....

Date:.....

Chairman of the Personnel Committee

