

**MINUTES OF THE
MEETING OF THE PERSONNEL COMMITTEE
HELD ON 8th JULY 2026 AT 11.26a.m.
AT HARTLEY LIBRARY, ASH ROAD**

Present:

Cllr David Conroy (*Chairman*)
Cllr Laurence Glander
Cllr Brian Ramsay

In attendance:

Helen Boden – (*Clerk*)

1. Election of Chairman

RESOLVED: That,

Cllr David Conroy be elected Chairman of the Personnel Committee until the Annual Meeting of the Council in May 2027.

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 4th February 2026, be approved and signed by the Chairman as a correct record.

5. Staff

(a) The Committee considered the staff appraisals for the Clerk and Assistant Clerk which took place on Wednesday 8th July 2026.

RESOLVED: That, the staff appraisals for the Clerk and Assistant Clerk which took place on Wednesday 8th July 2026, be noted.

Members noted that the Clerk's and Assistant Clerk's contracts are not based on KALC's current model contract of employment, as they had been issued a number of years ago.

In addition, it was suggested that the Clerk's and Assistant Clerk's Job Descriptions also be reviewed.

RECOMMENDED: That, advice be sought from Worknest with regard to updating the Clerk's and Assistant Clerk's contracts of employment and Job Descriptions.

Cllr Conroy suggested that the Council adopts a performance rating scale in respect of the Clerk's and Assistant Clerk's annual appraisals, with ratings of either;

- Unsatisfactory
- Satisfactory
- Good
- Outstanding

The Committee agreed that this should be implemented and that the Clerk's and Assistant Clerk's performance rating for 2025/26 should be recorded as "outstanding".

The Clerk thanked the Committee.

RECOMMENDED: That; (1) the Council adopts a performance rating scale in respect of staff appraisals, as detailed above and, (2) the Clerk's and Assistant Clerk's performance rating for 2025/26 be recorded as "outstanding".

(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 2026/27.

RECOMMENDED: That, the salaries of the Clerk and Assistant Clerk to the Council be increased by one Spinal Column Point, (28 for the Assistant Clerk and 41 for the Clerk) and back dated to 1st April 2026.

The Committee noted that the Local Government salary award for 2026/27 has not yet been finalised.

The meeting closed at 11.38 a.m.

Signed:.....

Date:.....

Chairman of the Personnel Committee

