

PONTESBURY PARISH COUNCIL



Debbie Marais
Parish Clerk
8 Holbache Rd
Oswestry
SY11 1RP

3 September 2020

To Members of the Personnel/Human Resources Committee

Dear Councillors

You are hereby summoned to attend the meeting of **Pontesbury Parish Council Personnel/Human Resources Committee** scheduled to take place on **Monday 7 September 2020 at 6.30pm** on Zoom in order to transact the following business, as set out in the below agenda.

Debbie Marais
Clerk

AGENDA

- 1 ELECTION OF CHAIRMAN**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATIONS OF INTEREST AND DISPENSATIONS**
- 4 PUBLIC QUESTIONS AND COMMENTS – (Fifteen minutes will be allowed)**
- 5 MINUTES OF COUNCIL - To approve the Minutes of the Personnel/Human Resources Committee Meeting held on 5th February 2020 (attached)**
- 6 CO-OPTION OF CLLR NICK HIGNETT ONTO PERSONNEL/HUMAN RESOURCES COMMITTEE – to recommend for approval at Full Council meeting on 14th September 2020 that Cllr N Hignett be co-opted onto the Personnel Committee**
- 7 EXCLUSION OF THE PUBLIC**

To consider exclusion of the Press & Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (s1(2) Public Bodies (Admission of Meetings) Act 1960).

- 8 NALC NATIONAL SALARY AWARD** – to approve adoption of NJC agreed paycales for 2020-21 for Clerk and Building Assistant/Cleaner (*New paycales attached. Clerk is currently on scp 26 and Building Assistant on scp 11. Backpay to 1 April 2020 would be £339.60 and £130 respectively*)
- 9 CLEANER/BUILDING ASSISTANT**– to recommend for approval at Full Parish Council meeting on 14th September 2020 the following;
 - i)** Adoption of Building Assistant/cleaner contract document as prepared by Clerk and Chair (*attached*)
 - ii)** Successful completion of probationary period by Anna Lawson
 - iii)** A permanent contract be issued to Anna Lawson for the roles of cleaner and building assistant for The Pavilion
 - iv)** Delegated authority to Clerk and Chair to undertake annual appraisal for Anna Lawson as Building Assistant/Cleaner
- 10 CLERK'S LEAVE** – Clerk has 5 weeks paid annual leave to be taken before January 2021. Recommend for approval by full council at meeting on 14 September 2020, that Clerk receive pay in lieu of 2 weeks annual leave. £1,171.42 gross.
- 11 BE A BETTER COUNCILLOR TRAINING WITH KIM BEDFORD** – to discuss merits of training session to review role of parish council and parish councillors in light of demands of COVID and sustainability for future
- 12 REVIEW CLERK'S HOURS AND RESPONSIBILITIES** – linked to Item 10. Above to delegate authority to working group to review workload of Clerk
- 13 DATE AND TIME OF NEXT MEETING** – to agree date of next meeting