

PONTESBURY PARISH COUNCIL
Meeting of Personnel/Human Resources Committee
Held on Wednesday 1 September 2021 at 6.30pm at The Pavilion

PRESENT

Cllr D Fletcher, Cllr M Trow, Cllr N Hignett, Cllr J Pritchard

IN ATTENDANCE: None

CLERK: Debbie Marais

No members of the public were present

PHR1.21 ELECTION OF CHAIR

It was proposed by Cllr N Hignett and seconded by Cllr M Trow and **RESOLVED TO APPROVE the election of Cllr D Fletcher as Chair.**

PHR2.21 APOLOGIES FOR ABSENCE - Cllr A Hodges

PHR3.21 DECLARATIONS OF INTEREST AND DISPENSATIONS – None

PHR4.21 PUBLIC QUESTIONS AND COMMENTS - None

PHR5.21 MINUTES OF COUNCIL - The minutes were submitted and circulated as read. It was proposed by Cllr N Hignett and seconded by Cllr D Fletcher and **RESOLVED that the minutes of the Council meeting held on 23rd February 2021 be approved and signed as a correct record.**

PHR6.21 APPRAISAL DATES FOR ALL STAFF

It was proposed by Cllr D Fletcher and seconded by Cllr M Trow and **RESOLVED to recommend to full council at the meeting on 13 September 2021 to approve;**

- **Appraisals for Deputy Clerk and Building Assistant to be carried out before November 2021 by Cllrs Fletcher and Trow and Clerk**
- **Personnel Committee to undertake Clerk's appraisal before November 2021**

PHR7.21 CASUAL VACANCY – Clerk gave a verbal update that if no election is called a notice advertising the vacancy for a councillor will be circulated with a closing date of 1 October 2021. Co-option of a suitable candidate could take place at the Full Parish Council meeting on 11th October 2021. It was felt that candidates should submit a paragraph about their background and why they would like to be a councillor but a formal application form was not required. Update was **NOTED.**

PHR8.21 CILCA TRAINING FOR CLERK

It was proposed by Cllr D Fletcher and seconded by Cllr J Pritchard and **resolved to recommend to full council that the parish council would pay for re-registration for Cilca for the Clerk.**

PHR9.21 EQUALITY & DIVERSITY POLICY

Recommendation to full council at meeting on 13/09/2021 to approve the updated Equality & Diversity policy (including diversity training for all councillors and staff) as prepared by Clerk (policy available on parish council website under policies and procedures)

PHR10.21 EXCLUSION OF THE PUBLIC It was proposed by Cllr J Pritchard and seconded by Cllr N Hignett and **RESOLVED** to **APPROVE** 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).

PHR11.21 REVIEW OF DEPUTY CLERK'S HOURS & SALARY SCALE – It was proposed by Cllr J Pritchard and seconded by Cllr N Hignett and **RESOLVED** to **APPROVE** the following recommendations to full council at the meeting on 13/09/2021;

- 1. Deputy Clerk's hours be permanently increased from 18.5 hrs/week to 22.5hrs /week from 1st October 2021. Deputy Clerk be paid for any additional hours that accumulate between 1/10/2021 and 31/12/2021.** This was recommended following an analysis of staff responsibilities and anticipated future projects contained in the Draft Strategic Plan. There are a number of projects/pieces of work that need to be completed by 31/12/2021.
- 2. Recommendation that Deputy Clerk's contract be updated to include pay scale as NJC National Salary Scale scp 24 - scp 26 (£28,672 - £30,541 full-time equivalent) with an annual review in November each year to be implemented 1 April of following financial year.**
- 3. Recommendation that Deputy Clerk's contract as drafted by Personnel Committee, including points 1. and 2. be approved**

PHR12.21 REVIEW OF CLERKS HOURS/ANNUAL LEAVE AND SALARY SCALE
It was proposed by Cllr J Pritchard and seconded by Cllr N Hignett and **RESOLVED** to **APPROVE** the following recommendations to full council at the meeting on 13/09/2021;

- 1. Recommendation that Clerk's contract be amended to include hours of work as full-time permanently**
- 2. Recommendation that Clerk's contract be updated to include pay scale as NJC National Salary Scale scp 26- scp 28 £30,541-£32,234, with an annual review in November each year to be implemented 1 April of following financial year**
- 3. Recommendation that Clerk's contract be amended to include acknowledgement of continuous Local Government service since 2009 and terms & conditions carried over.**

Meeting ended: 7.10pm

Signed
Chair

Date