

PONTESBURY PARISH COUNCIL
Meeting of Personnel/Human Resources Committee
Held on Tuesday 23rd February 2021 on Zoom

PRESENT

Cllr D Fletcher, Cllr S Lockwood, Cllr N Hignett, Cllr A Hodges

IN ATTENDANCE: None

CLERK: Debbie Marais

No members of the public were present

PHR25.20 APOLOGIES FOR ABSENCE

Cllr J Pritchard

PHR26.20 DECLARATIONS OF INTEREST AND DISPENSATIONS – None

PHR27.20 PUBLIC QUESTIONS AND COMMENTS - None

PHR28.20 MINUTES OF COUNCIL - The minutes were submitted and circulated as read. It was proposed by Cllr N Hignett and seconded by Cllr S Lockwood and **RESOLVED that the minutes of the Council meeting held on 13th January 2021 be approved and signed as a correct record.**

PHR29.20 REVIEW AND APPROVAL OF PERSONNEL POLICIES

It was proposed by Cllr A Hodges and seconded by Cllr S Lockwood and **RESOLVED to APPROVE the following policies as presented by Clerk;**

- i) Expenses policy**
- ii) Sickness/absence policy**
- iii) Disciplinary/grievance policy**

PHR30.20 EXCLUSION OF THE PUBLIC

It was proposed by Cllr S Lockwood 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).**

PHR31.20 APPOINTMENT OF DEPUTY CLERK

It was proposed by Cllr D Fletcher and seconded by Cllr S Lockwood and **RESOLVED to APPROVE the following;**

- i) Appointment of Nicola Young as Deputy Clerk subject to satisfactory references. (Confidential note relating to this minute)**
- ii) Appointment of Nicola Young on NJC pay scales (2020-21) LC2 scale point 24 for 18.5 hours/week to reflect knowledge and experience she would bring to the post. This and Clerk's pay scales would be reviewed in September 2021. As Nicola has previous continuous local government employment for more than five years, Personnel Committee would seek HR advice on the implications of length of service on probationary period and continuation of**

terms and conditions. Delegated authority to finalise the employment contract following HR advice would be sought from full council at the 8 March 2021 meeting.

- iii) Delegated authority to Clerk/Chair to agree exact duties/Job Description and induction programme with Deputy Clerk.

PHR32.20 PERMANENT CONTRACT FOR BUILDING ASSISTANT

Delegated authority to finalise the employment contract for the Pavilion Building Assistant, following HR advice would be sought from full council at the 8 March 2021 meeting.

PHR33.20 APPOINTMENT OF HR SUPPORT FOR PARISH COUNCIL – following consideration of quotes received it was proposed to recommend to full council at 8 March 2021 meeting that Shropshire Council HR team support/advice should be engaged on a pay as you go basis. (£40/hour).

Meeting ended: 6.50pm

Signed
Chair

Date