



Astley Village Parish Council

Agenda

To: Members of Astley Village Parish Council Personnel Committee.

YOU ARE HEREBY REQUESTED to attend a meeting of the Personnel Committee to be held on **Wednesday 7 June 2023** at 6.30pm in the Community Centre at which the following business will be transacted.

Agenda

1. Election of Chair

2. Apologies for Absence

To receive members' apologies.

3. Declarations of Interest

Members and Officers are invited to declare any interests they may have in any of the items included on the agenda for this meeting in accordance with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464).

4. Minutes

To approve as a correct record and sign the minutes of the meeting of the Personnel Committee held on 23 November 2022. (Enclosed).

5. Exclusion of the Press and Public

To consider the Press and public for any item on the Agenda due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Confidential Item

6. Review of Parish Clerk's Salary Scale

To consider a report of the Parish Clerk & Responsible Financial Officer (Enclosed)

7. Date of Next Meeting.

To agree the date of the next meeting (November 2023)

The Personnel Committee Terms of Reference state:

"Frequency of Meetings

The Personnel Committee will meet at least one a year (usually in October/November)."

Members

Councillor Chris Sheldon (Chair)

Councillor Keith Ashton

Councillor Matt Lynch

Councillor John McAndrew - Vice Chair (Ex officio)

Craig Ainsworth
Clerk to the Parish Council
5 Clarendon Gardens
Bromley Cross
BL7 9GW



24 May 2023



Astley Village Parish Council

Personnel Committee

23 November 2022 at 7pm

Present

Councillor Chris Sheldon (Chair) (in the Chair); Councillors Keith Ashton and John McAndrew.

1. Election of Chair

RESOLVED – That Councillor Chris Sheldon be elected Chair of the Personnel Committee until the next Annual Parish Council Meeting.

Councillor Sheldon in the Chair.

2. Apologies for Absence

Councillor Gillian Sharples on 23 November 2022

3. Declarations of Interest

Councillors and officers were invited to declare any interests they had in any of the items on the agenda for the meeting.

Mr C Ainsworth (Parish Clerk & Responsible Financial Officer) declared an interest in item 5 'Contract of Employment & Statement of Particulars' as the report concerned himself.

4. Minutes

RESOLVED - That the minutes of the meeting of the Personnel Committee held on 17 July November 2021 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

5. Exclusion of the Press and Public

RESOLVED – That the Press and public be excluded from the meeting during consideration of item 5 “Contract of Employment & Statement of Particulars” (Minute 5) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

6. Contract of Employment & Statement of Particulars

The Parish Clerk and Responsible Financial Officer submitted a report (copies of which had been circulated) inviting the Committee to review the Contract of Employment & Statement of Particulars for all employees of the Parish Council.

The report also included an update on Local Government Pay Award 2022/23.

The Parish Clerk reported that the Village Caretaker had informed him that he wished to resign from his post. The Personnel Committee discussed the options available including whether Chorley Borough Council (Streetscene) could replicate the current arrangement i.e., litter pick along Chancery Road once a week

The Parish Clerk reported that Standing Order 14 required that “in every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees” and this had been delegated to this Committee.

In addition, within the Terms of Reference of the Personnel Committee, “the Chair should undertake an annual appraisal for the Parish Clerk and the Clerk will undertake an annual appraisal for the Village Caretaker and any other staff employed by the Parish Council. The Personnel Committee will receive a report outlining the outcome of the annual appraisals undertaken. The Personnel Committee will consider any issues raised.”

RESOLVED – (1) That the Contract of Employment & Statement of Particulars for the Parish Clerk and Responsible Financial Officer be noted and no changes be made.

(2) That the update in relation to Local Government Pay Award 2022/23 and National Living Wage be noted.

(3) That the Village Caretaker’s contract of employment be terminated as at 31 December 2022 and that in the period between now and that date, any outstanding holiday entitlement should be taken.

(4) That the Parish Clerk be requested to contact Mr Chris Walmsley at Chorley Borough Council to ascertain whether Streetscene could replicate the current arrangement i.e., litter pick along Chancery Road once a week, and if so, how much this would cost.

(5) That the Chair of the Personnel Committee be requested to undertake the annual appraisal for the Parish Clerk.

7. Review of HR Policies

The Personnel Committee reviewed the following HR Policies:

- (a) Bullying and Harassment Policy.
- (b) Equality and Diversity Policy.

RESOLVED – (1) That no changes be made to the Bullying and Harassment Policy.

(2) In relation to the Equality and Diversity Policy, the following changes be made:

- In the fifth paragraph under “Introduction” the deletion of “senior management team in the second sentence and replaced with “the Chair of the Parish Council and the Chair of the Personnel Committee”.
- Under the sub-heading “DISABILITY”, the deletion of the third bullet point and replace with “seek to continue to improve access to information”.

8. Date of Next Meeting

RESOLVED – That the next meeting of the Personnel Committee be held in November 2023 at 7pm at the Community Centre at a date determined by the Parish

9. Adjournment

At 7.45 pm it was:

RESOLVED – That the meeting be adjourned until 6.00 pm on Thursday 8 December 2022 at the Community Centre, to consider the response from Chorley Borough Council regarding whether Streetscene could replicate the current arrangement i.e., litter pick along Chancery Road once a week, and make recommendations to the Parish Council on 11 January 2023 as part of the budget setting.

The meeting reconvened at 6.00 pm on Thursday 8 December 2022.

Present

Councillor John McAndrew (in the Chair); Councillors Keith Ashton and Gillian Sharples.

10. Apologies for Absence

Councillor Chris Sheldon on 8 December 2022.

11. Election of Chair

RESOLVED – That Councillor John McAndrew be elected Chair of this adjourned meeting of the Personnel Committee.

Councillor McAndrew in the Chair.

12. Contract of Employment & Statement of Particulars (Continued)

The Parish Clerk reported Mr Chris Walmsley at Chorley Borough Council had stated that unfortunately Streetscene were not in a position to undertake the work undertaken weekly by the Village Caretaker without it impacting on their business.

The Council had confirmed that Chancery Road was included in the litter picking schedule and, during the summer months, the grounds team should also litter pick ahead of mowing but neither of these were undertaken on a weekly basis.

RESOLVED – That the Parish Council Meeting on 11 January 2022 be recommended to:

- (1) Not to recruit to the Village Caretaker vacancy at the present time.
- (2) That the budget for Employee Costs (Salary, Training etc.) be reduced from £6,500 to £5,750 in view of the recommendation that the post of Village Caretaker remains vacant and that the current budget for equipment for the Village Caretaker of £500 be removed.
- (3) That the Employee Contingency budget be reduced from £2,000 to £1,000.

The meeting concluded at 6.06 pm

Chair