



Astley Village Parish Council

Personnel Committee

20 November 2024 at 6.30 pm

Present

Councillor Chris Sheldon (Chair) (in the Chair); Councillors Keith Ashton, Matt Lynch 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

There were no apologies.

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 7 'Contract of Employment & Statement of Particulars' as the report concerned himself and left the meeting during the discussion and vote on the item.

4. Minutes

RESOLVED - That the minutes of the meeting of the Personnel Committee held on 8 November 2023 (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 7 'Contract of Employment & Statement of Particulars' (Minute 7) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

6. Review of HR Policies

The Committee reviewed the following policies (copies of which had been circulated):

- (i) Councillor/Employee Relations
- (ii) Training Statement of Intent

(i) Councillor/Employee Relations

RESOLVED – That the Councillor/Employee Relations Policy be confirmed.

(ii) Training Statement of Intent

The Committee discussed the need to provide a training/ briefing session to all Parish Councillors at least once a year.

RESOLVED – (1) That the Training Statement of Intent be confirmed.

(2) That a training/ briefing session be provided to all Parish Councillors on Social Prescribing and Safeguarding/ Prevent during 2025 and that a training/ briefing session to all Parish Councillors at least once a year.

(3) That the Parish Clerk be requested to approach Chorley Borough Council to enquire whether they could facilitate a training/ briefing session on Social Prescribing and Safeguarding/ Prevent during 2025.

7. 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 of the Parish Clerk and Responsible Financial Officer.

It was noted that the Society of Local Council Clerks (SLCC) and the National Association of Local Councils (NALC) had agreed a new model employment contract for local councils. This model contract incorporates Green Book terms, which both SLCC and NALC recommend councils offer to align with the best practices within the local government sector. The Parish Clerk confirmed that he was happy to adopt the new model employment contract from 1 December 2024.

It was noted that the NJC rate for mileage claims had increased from 0.45p per mile to 0.46.9p per mile.

Agreement has been reached on the Local Government Pay Award for 2024/25 covering the year from 1 April 2024 to 31 March 2025 and the cost implications were set out in the report.

RESOLVED - (1) That the new model employment contract for local councils be adopted by the Parish Council from 1 December 2024.

(2) That the Local Government Pay Award for 2024/25 from 1 April 2024 be noted.

(2) That the pay grade of the Parish Clerk be increased to LC2 and the Parish Clerk be appointed on point 23 with effect from 1 April 2025.

(3) That in future a sub group of the Personnel Committee should undertake an annual appraisal for the Parish Clerk and the Parish Council be recommended to amend the Terms of Reference of the Personnel Committee to read:

“4. Annual Appraisals

A sub group of the Personnel Committee will 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.”

(4) That the Clerk Expense Reimbursement Policy be amended to reflect the increase in the NJC rate for mileage claims from 0.45p per mile to 0.46.9p per mile.

8. Date of Next Meeting

RESOLVED – That the next meeting of the Personnel Committee be held on Wednesday 12 November 2025 at 6.30 pm at the Community Centre.

The meeting concluded at 7.45 pm.

Chair