



Astley Village Parish Council

Personnel Committee

7 June 2023 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 6 'Review of Parish Clerk's Salary Scale' 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 23 November 2022 (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 6 'Review of Parish Clerk's Salary Scale' (Minute 6) 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 Parish Clerk's Salary Scale

At the Parish Council Meeting on 10 May 2023, it was agreed that the Personnel Committee be requested to review the Parish Clerk's Salary Scale. It was reported that the Personnel Committee had delegated powers to deal with all personnel, employment, and recruitment issues, including Pay & Conditions and any other

action as directed by full Parish Council.

The Parish Clerk and Responsible Financial Officer submitted a report (copies of which had been circulated) outlining the approach to job evaluation, agreed by the National Association of Local Councils and the Society for Local Council Clerks Joint Agreement on Terms and Conditions.

RESOLVED - (1) That the pay grade of the Parish Clerk be increased to LC2 and the Parish Clerk be appointed on point 21 with effect from 1 June 2023.

(2) That the single salary point (a 'spot salary') be reviewed by this Personnel Committee in November 2023 including whether to revert to the salary rising annually, by automatic increase on the 1st of April each year (or such other date as may be agreed between NALC and SLCC) by incremental steps, to the scale maximum.

7. Date of Next Meeting

RESOLVED – That the next meeting of the Personnel Committee be held in November 2023 at 6.30 pm at the Community Centre at a date determined by the Parish Clerk in consultation with the Chair of the Personnel Committee.

The meeting concluded at 7.40 pm

Chair