



Astley Village Parish Council

Personnel Committee

17 November 2021 at 7pm

Present

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

1. Apologies for Absence

None.

2. 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.

3. Minutes

RESOLVED - That the minutes of the meeting of the Personnel Committee held on 7 July 2021 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

4. 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.

5. 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 Claim 2021/22 and that the Government had announced that employees over the age of 23 would receive £9.50 an hour following changes to the National Living Wage which would come into effect from April 2022.

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 track changes to the Contract of Employment & Statement of Particulars for the Parish Clerk and Responsible Financial Officer and Village Caretaker suggested by the Parish Clerk be approved subject to including within the Contract of Employment & Statement of Particulars for the Village Caretaker a summary of duties.

(2) That the update in relation to Local Government Pay Claim 2021/22 and National Living Wage be noted and the Parish Council be recommended to increase the Employee Costs Budget (01-6) from £6,000 to £6,500 for 2022/23 to cover the increase in salary costs, training etc.

(3) That the Parish Clerk be requested to discuss with The Brothers of Charity a mechanism to undertake an annual appraisal for the Village Caretaker.

(4) That the Chair of the Personnel Committee be requested to undertake the annual appraisal for the Parish Clerk on 23 November 2021.

6. Schedule of HR Policies

The Parish Clerk reminded the Committee that at the last meeting it was agreed that the Parish Clerk be requested to prepare a schedule of HR policies including a review date every five years. The Committee reviewed the schedule (copies of which had been circulated).

RESOLVED – That the policies/documents be reviewed as follows:

Doc No.	Policy or Document	Created / Reviewed	Meeting/ Review
15	Bullying and Harassment Policy	Reviewed 19/01/21	November 22
16	Equal Opportunities Policy	Reviewed 19/01/21	November 22
17	Health and Safety Policy	Reviewed 19/01/21	November 23
18	Grievance Procedure	Reviewed 19/01/21	November 23
19	Disciplinary Procedure	Reviewed 19/01/21	November 23
20	Councillor/Employee Relations	Reviewed 19/01/21	November 24
21	Training Policy	Reviewed 19/01/21	November 24
23	Terms of Reference for Personnel Committee*	Reviewed 5/05/21	Annually at the Annual Parish Council Meeting in May
24	Sickness Absence Policy/Procedure	Reviewed 19/01/21	November 25
25	Clerk Expense/Reimbursement Policy	Approved 02/09/20	November 25

	Contract of Employment & Statement of Particulars of Employees*	At time of appointment	Annually at the November meeting of the Personnel Committee
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* Requires annual review

7. Date of Next Meeting

RESOLVED – That the next meeting of the Personnel Committee be held on Wednesday 16 November 2022 at 7pm at the Community Centre.

The meeting concluded at 8pm.

Chair