



Astley Village Parish Council

Personnel Committee

8 November 2023 at 6.30pm

Present

Councillor Chris Sheldon (Chair) (in the Chair); Councillors Matt Lynch and John McAndrew.

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

3. Minutes

RESOLVED - That the minutes of the meeting of the Personnel Committee held on 7 June 2023 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

4. Schedule of HR Policies

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

- i. Health and Safety Policy.
- ii. Grievance Procedure.
- iii. Disciplinary Procedure.

(i) Health and Safety Policy

It was suggested that:

- In accordance with paragraph 4.1 of the Policy, a risk assessment be carried out for the monthly community litter pick (Councillors John McAndrew/Keith Ashton) and the Christmas Event (Councillor Emma Barraclough).

- That the evacuation procedure in place at the Community Centre be explained at the start of all Parish Council meetings to which members of the public are in attendance (Chair/Parish Clerk).
- The power supply for the Christmas tree lights be made secure (Councillor John McAndrew) and the lights be PAT tested annually by the same company that dress the Parish Council Christmas Tree (Parish Clerk).

RESOLVED – That the Health and Safety Policy be confirmed subject to risk assessments being reviewed annually (paragraph 4.1).

(ii) Grievance Procedure

RESOLVED – That the Grievance Procedure be confirmed.

(iii) Disciplinary Procedure

RESOLVED – That the Disciplinary Procedure be confirmed subject to paragraph 3.4.1 being amended to make reference to paragraph “3.5” not “3.4”.

5. Exclusion of the Press and Public

RESOLVED – That the press and public be excluded from the meeting during consideration of item 6 “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.

Confidential Item

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 of the Parish Clerk and Responsible Financial Officer.

RESOLVED – (1) That no changes be made to the Contract of Employment & Statement of Particulars for the Parish Clerk and Responsible Financial Officer other than from 1 April 2024, the salary being increased to £29,439 per annum pro rata being **salary point 22** within the LC2 range in scale 18-32 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales (paragraph 9.1)

(2) That salary point within the range be reviewed annually by Personnel Committee at the meeting held in October/ November.

7. Date of Next Meeting

RESOLVED – That the next meeting of the Personnel Committee be held on Wednesday 20 November 2024 at 6.30 pm at the Community Centre.

The meeting concluded at 8 pm.