

**MINUTES OF PERSONNEL COMMITTEE MEETING**

**MONDAY 11 NOVEMBER 2024, LAYER VILLAGE HALL, 18:30pm**

|               |                                |         |
|---------------|--------------------------------|---------|
| Chair         | Councillor Mrs C Chambers      | Present |
| Vice Chair    | Councillor Mrs M.A. Hughes MBE | Present |
|               | Councillor Mrs S.E. Hughes     | Present |
|               | Councillor Mr. P Pyke          | Present |
| In attendance | None                           |         |

**1 APOLOGIES**

- a) **RECEIVE** apologies for absence – *Clerk & RFO*
- b) **NOTE** decisions to accept apologies for absence.

Absence of Clerk & RFO due to flu was **ACCEPTED** – proposed by Cllr Mr P Pyke and seconded by Cllr Mrs M Holmes, all agreed.

**2 DECLARATIONS OF INTEREST**

- a) **RECEIVE** declarations of interest relating to the agenda - **None**
- b) **NOTE** decisions of requests for dispensation relating to the agenda - **None**

**3 MINUTES - APPROVE** minutes (previously circulated) as a true record - *for signature by the chair*

- a) minutes of the previous meeting of the personnel committee –

The minutes of the previous meeting were **APPROVED** and duly signed by the chair. Proposed by Cllr Mrs S Hughes, seconded by Cllr Mr. P Pyke, all agreed.

**4 PERSONNEL MATTERS - RESOLVE** pursuant to s1(2) Public Bodied Act 1960 for the public and press to leave the meeting due to the confidential nature of the business to be transacted.

**5 a) REVIEW** Clerk & RFO performance and needs, training attended.

The Clerk & RFO provided course attendance certificates demonstrating that booked and paid for courses were being attended. It was also decided to delay the deadline for passing CILCA. The employment contract will be reviewed and, if necessary, amended with the agreement of all parties.

- b) **RESOLVE** to **APPROVE** end of probation period and confirmation of Clerk & RFO as permanent in post.

The successful end of probation period was **APPROVED**. The committee noted that all objectives had been met and exceeded. The committee thanked the Clerk & RFO for running with the role and the challenges presented.

- c) **RECEIVE** and **APPROVE** Notification of Payroll and Expenses, training, resources, working from home allowance, annual leave, pension, working hours, working patterns, acceptable controls (inc. approval of paid extra hours) and monitoring.

The notification of payroll, expenses, training etc. were all **APPROVED**. The Clerk & RFO noted that, due to the complexity of changes, the new pay scale rate had been used to calculate historic overtime pay resulting in an £8.34 (plus on costs) overpayment. It was suggested that his could be resolved in the next month. This was **APPROVED**. Proposed by Cllr Mrs S Hughes and seconded by Cllr Mrs M Holmes, agreed by all.

- d) Backpay – **RECEIVE** and **APPROVE** backpay for locum clerk arising from backdated pay award

This was **APPROVED**, proposed by Cllr Mrs. M. A. Hughes MBE and seconded by Cllr Mrs M Holmes.

**6 RECEIVE** update on historic personnel issues

Cllr Mrs M A Hughes MBE provide a brief update on progress.

**7 NEXT MEETING – 9th December 2024, Layer village hall, 19:00.**

Close of meeting