

**NOTICE OF PERSONNEL COMMITTEE MEETING****Members are duly summoned to attend****MONDAY 14 OCTOBER 2024, LAYER VILLAGE HALL, 7:00pm**

Clerk and Responsible Financial Officer: Mark Large

AGENDA**1 APOLOGIES**

- a) **RECEIVE** apologies for absence - *received in writing by the clerk prior to the meeting*
- b) **NOTE** decisions to accept apologies for absence.

2 DECLARATIONS OF INTEREST

- a) **RECEIVE** declarations of interest relating to the agenda.
- b) **NOTE** decisions of requests for dispensation relating to the agenda.

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

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

- a) **REVIEW** Clerk & RFO performance and needs, ILCA exam passed, training booked. **RESOLVE** to accept the evidence of the pass and to increase salary point from 24 to 25 as per the contract of employment, effective date 19th Sep 24 (hourly rate increase of £0.48, monthly basic salary increase £20.55 - email from DM Payroll Services).
- b) **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.

6 RECEIVE update on historic personnel issues**7 NEXT MEETING – 11th November 2024, Layer village hall, 19:00.**

Close of meeting