

MINUTES OF PERSONNEL COMMITTEE MEETING

MONDAY 10 MARCH 2025, LAYER VILLAGE HALL, 19:00pm

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 - **NONE**
- b. **NOTE** decisions to accept apologies for absence **N/A**

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* The minutes of the previous meeting were **APPROVED** and duly signed by the Chair, proposed by Cllr Mrs M A Hughe MBE and seconded by Cllr Mr. P Pyke.

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 REVIEW Clerk & RFO performance and needs – FILCA pass. The Clerk and RFO presented the FILCA pass certificate along with an attendance certificate of the Roles and Responsibilities Course given by EALC. The committee congratulated the Clerk & RFO in his pass which results in a scale point increase which will be implemented in the April payroll month.

The Clerk and RFO also notified the meeting that it was going to be difficult to take the holiday hours remaining by the financial year end, suggesting that a policy of ‘use it or lose it’ be adopted to avoid the situation where holiday hours built up or had to be bought back given these are financially challenging times for all. The Chair asked that the employment contract be checked to see whether the holiday year runs from April to March or to the anniversary of joining. The committee expressed their thanks for the offer of ‘use it or lose it’ but were keen not to in anyway disadvantage the Clerk and RFO in what had been a very busy year. This will be discussed again at the next meeting in conjunction with the employment contract.

6 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. All were **APPROVED** and duly signed by two signatories. It was noted that further simplification was possible given that an external qualified and independent payroll company has been retained to run the payroll. It will only be necessary to check and sign off overtime and expenses (not NI, PAYE or pension).

7 Negotiating position for 25/26 pay rise for council employees (NALC scales). The Clerk & RFO briefed the meeting on the negotiating position of the unions regarding the 25/26 pay rise. Should this be agreed, the cost to the Parish Council would be significantly higher than that allowed for in the budgets for next year. This will not be settled till October at the earliest and there is no choice but to accept the award when agreed.

8 RECEIVE update on historic personnel issues - **NONE**

9 NEXT MEETING – 14th April 2025, Layer village hall, 19:00.

Close of meeting 19:15