

MINUTES OF HORSMONDEN PARISH COUNCIL  
PERSONNEL COMMITTEE MEETING- HORSMONDEN VILLAGE HALL  
ON TUESDAY 18 OCTOBER 2022 AT 6.30PM

Present: Cllr Russell (Chair)  
Councillors, Davis, Jenkinson and March

In attendance: Lucy Noakes (Clerk)  
No members of the public.

Declarations of Interest: Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. None were recorded.

1.APOLOGIES FOR ABSENCE

None. Cllr March arrived at 7.50pm

2.APPOINT A CHAIR TO THE PERSONNEL COMMITTEE

Cllr Jenkinson proposed Cllr Russell as chair of the committee. Seconded Cllr Davis, unanimous for those present.

3.PUBLIC SESSION

None.

4.CLOSED SESSION OF THE COMMITTEE – TO CONSIDER FEEDBACK FROM STAFF APPRAISALS AND REVIEW SALARIES (BASED ON NALC SCALES) AND STAFFING FOR RECOMMENDATION TO FULL COUNCIL

It was noted that the pay award for 2022-23 had still not be agreed nationally and that once this was agreed a back-pay award would need to be settled for the clerks.

It was proposed by Cllr Davis that the Council enter a closed session. Seconded Cllr Jenkinson, unanimous. The Clerk left the room whilst these matters were discussed.

The Clerk returned to the room.

Cllr Jenkinson proposed a recommendation to Full Council that the Assistant Clerk's salary should be increased by one point on the NALC salary scale to point 21 to reflect continued demonstratable performance and that the Clerk's salary should be raised two points on the NALC salary scale to point 32, both with effect from 1<sup>st</sup> April 2023. Seconded Cllr Davis, unanimous.

It was suggested that the Assistant Clerk's next appraisal be carried out at the same time as the Clerk's in September to bring them both in line with each other.

Cllr Russell proposed that the committee come out of closed session.

**5.REVIEW TERMS OF REFERENCE FOR PERSONNEL COMMITTEE, WITH RECOMMENDATION OF CHANGES FOR FULL COUNCIL TO CONSIDER.**

The Clerk presented the Terms of Reference for recommended review to Full Council in November. A few changes were discussed and proposed by Cllr March, seconded Cllr Russell , unanimous. The Clerk will amend the recommended changes in red and circulate to Full Council for review at their next meeting.

**6.OTHER MATTERS FOR CONSIDERATION (DISCUSSION ONLY)**

None.

The meeting closed at 7.25p.m.