

MINUTES OF HORSMONDEN PARISH COUNCIL
PERSONNEL COMMITTEE MEETING- HORSMONDEN VILLAGE HALL
ON FRIDAY 20 OCTOBER 2023 AT 2.00PM

Present: Cllr Russell (Chair)
Councillors, 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

Cllr Davies – proposed for acceptance Cllr March , seconded Cllr Russell, unanimous.

2.APPOINT A CHAIR TO THE PERSONNEL COMMITTEE

Cllr March proposed Cllr Russell as chair of the committee. Seconded Cllr Jenkinson, 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 2023-24 had still not been 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 Russell that the Council enter a closed session. Seconded Cllr March , unanimous.

Under closed session, there was discussion regarding the outcomes and findings of the staff appraisals, which had taken place in September.

The committee then went on to discuss the position of 'Assistant Clerk' and supported the idea of re-designation of the 'Assistant Clerk' position to 'Deputy Clerk' , but although recognising the competence of the existing Assistant they felt the need to establish a pathway of career progression and qualifications in order to retain the GPC for the Council, in the event of the Clerk's absence. The potential for deputising of the accountancy part of the job in such circumstances was also discussed in some detail.

The public session reopened.

Cllr Russell proposed a recommendation to Full Council that the Assistant Clerk's salary should be increased by two points on the NALC salary scale to point 23 to reflect continued demonstrable performance and that the Clerk's salary should be raised by one point on the NALC salary scale to point 33 (subject to clarification of the relevant criteria for pay ranges LC2/3) , both with effect from 1st April 2024. Seconded Cllr Jenkinson unanimous.

5. OTHER MATTERS FOR CONSIDERATION (DISCUSSION ONLY).

None.

The meeting closed at 4.15p.m.