

MINUTES OF HEMSBY PARISH COUNCIL PERSONNEL COMMITTEE MEETING

Which took place at the

Parish Office on: **Tuesday 27<sup>th</sup> April 2021 at 7pm**

Present: Voting Members - Cllrs Scott Bensly, Dudley Tucker(Chair) Jan Taylor

No Members of the Public were present

**1. THE MEETING WILL ELECT A CHAIR.**

Cllr Dudley Tucker was elected to the Chair of the Committee.

**2. ATTENDANCE**

All voting members present, non-voting members present by invitation for this meeting. All councillors were invited as the meeting for input as the meeting concerned recruitment decisions. Although recruitment decisions are delegated through Terms of Reference committee members wanted colleagues to be able to contribute to the discussion.

**3. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None.

**4. MINUTES OF PREVIOUS MEETING**

The Previous meeting minutes from 12<sup>th</sup> September 2019 meeting were signed as true & correct.

**5. PUBLIC FORUM**

No public present.

The Chair RESOLVED that in accordance with the Public Bodies (admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following items due to their confidential nature.

**6. TO REVIEW THE CONTRACTUAL CONDITIONS OF BOTH THE CLERK & THE RESPONSIBLE FINANCIAL OFFICER.**

The Committee reviewed the Model NALC (National Association of Local Council) Contracts and Job Descriptions for both the Clerk & The Responsible Financial Officer (RFO) and RESOLVED that the pay scale would be reviewed in line with the job evaluation worksheet provided by SLCC & completed by the Clerk that the revised NJC scale would be changed to SCP32 for the Clerk in line from 1 November 2020 in line with the terms of her contract when they should have been reviewed. The term RFO would also be removed from her job description whilst the Parish Council had a separate officer in that role. It was also resolved that the RFO pay scale would also be reviewed in line with her contract to SCP 26 from her overdue review date of 1 February 2021. It was noted that neither the Clerk or the RFO have been paid any working from home allowance, printing, telephone or mileage since they started their employment & that this was also something that had been included in their contracts. It was agreed that the use of home office of £26 per month would be paid to the Clerk to £5 per month to the RFO, mileage would be paid to them both in line with HMRC rates and that this would not be backdated but purely paid on the submission of claims from 1 April 2021 onwards. It was acknowledged that if the Parish Council is forced to return to physical meetings this would lead to a greater increase in the amount of printing that the Clerk will need to do in order to provide copies of agendas, minutes & reports to all meeting attendees including members of the public then this will need to be revisited. It was also agreed that if the Parish Office is closed fully, then that as a place of work will be removed from her contract.

The meeting closed at 7:56pm.

DRAFT