

GREAT GLEMHAM PARISH COUNCIL

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Minutes of The Personnel Committee **Wednesday 9th December 2020, at 6.45pm, by Video Conference.**

1. Apologies for Absence

The Chair and Cllr Lissaman were present. Cllr Benson intended to attend but was unable to because of a technical hitch.

2. Declarations of Interest and Dispensations

There were no declarations of interest or dispensations.

3. The minutes of 12th February were approved and signed.

Pursuant to the Public Bodies Admission to Meetings Act 1960 the meeting was closed to members of the public and press

4. To review Clerk's employment and appraisal in line with contract of employment and job description in order to tie in with budget preparation i.e salary, cost of living increase and expense allowance

The Clerk's employment was reviewed in line with the contract of employment and job description. Due to the lateness of the meeting, the next appraisal will be carried out in December 2021.

It was agreed to increase the clerks SCP rates by 1 notch as is expected on an annual basis. This effectively means SCP23, an increase of 37p per hour, which will be slightly adjusted upwards once the annual NALC cost of living is agreed which will be effective from 1st April 2021. Her new SCP rate will also come into force from 1st April 2021. Expenses were reviewed and increased very marginally by £1.50 p.m. overall, again effective 1st April 2021. The clerk's hours have stayed on average at 17.5 hours p.m. for 2020. However, the Covid-19 pandemic saw an huge increase in email traffic which did mean a big increase in her workload. A grant was received from East Suffolk Council which has helped to cover the extra hours to date as we had not budgeted for this.

5. To receive any comments from the Clerk.

The Clerk confirmed she has no wish to continue with increased hours and will try wherever possible to keep them to a maximum of 17.5 hours. Remote meetings mean a lot more preparation is required in advance of those meetings which add to the work load. It doesn't look like we will be able to resume physical meetings any time soon. May 2021 is the nearest indicator to date of when we might be able to hold a physical meeting but even that is in doubt.

6. Date of Next Meeting

To be arranged for December 2021 including an appraisal, date to be confirmed.

The meeting closed at 7 p.m.