

GREAT GLEMHAM PARISH COUNCIL

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Draft Minutes of The Personnel Committee **Tuesday 30th November 2021, at 6.30pm.**

1. Apologies for Absence

All present therefore no apologies (Cllrs Benson, Gathorne-Hardy and Lissaman and the Clerk)

2. Declarations of Interest and Dispensations

There were no declarations of interest or dispensations.

3. The minutes of 19 December 2020 were approved and signed.

4. Governance

The Bullying and Harassment statement was approved which applies to staff and Councillors. The Clerk will bring all policies relating to the Clerk to the personnel meeting in future, in order to slim down the number of policies reviewed by the full PC.

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

5. Clerk's Employment Review

It was agreed to increase the Clerk's SCP rate by 1 point as is expected on an annual basis, meaning SCP24 is the effective rate from 1 April 2022. It was noted that NALC have not yet agreed the annual cost of living increase dating back to 1 April 2021, which will be backdated once the percentage increase has officially been published by NALC. The clerk's hours have stayed on average at 17.5 hours p.m. for 2021, with a few months under this figure. The Annual Staff Appraisal form was completed with agreed input from all parties.

6. To receive any comments from the Clerk.

The Clerk confirmed she has is happy with the current situation apart from the website which was then discussed in detail with actions being brought to the main PC meeting next week.

7. Date of Next Meeting

To be arranged for late November / early December 2022, date to be confirmed.

The meeting closed at 7.05 p.m.