

## **NAZEING PARISH COUNCIL**

**Minutes of the Personnel Committee Meeting held on Wednesday 6 July 2022 5:20pm at the Council Office, The Leisure Centre, Bumbles Green, Nazeing.**

**Members present:** Cllrs Stock (Chairman of the Council and Personnel Committee), Benton and Judge.

**Also present:** Lorraine Ellis (Clerk) and no members of the Public.

### **22/056. Welcome and Introductions:**

Cllr Stock welcomed everyone to the meeting.

### **22/057. Apologies for absence:**

None.

### **22/058. Declarations of Interest:**

None.

### **22/059. Approval and signing of minutes:**

**a)** The minutes of the Personnel Committee meeting held on 23rd April 2021 were approved with no amendments and signed by the Chairman of the Personnel Committee.

**b)** The minutes of the Personnel Committee meeting held on 6th January 2022 were approved with no amendments and signed by the Chairman of the Personnel Committee.

**c)** The minutes of the Personnel Committee meeting held on 21st March 2022 were approved with no amendments and signed by the Chairman of the Personnel Committee.

### **22/060. Policies:**

It was resolved that the list of proposed policies for personnel matters was acceptable but to ensure that when drafted they are appropriate for a small council with two staff. It was agreed to work through the list in a priority order. Timescales to be agreed and the work would be logged as small project/s.

### **22/061. Terms of Reference:**

It was resolved to accept the changes to the Personnel Committee Terms of Reference. To be included at the next Full Council meeting.

### **22/062. Council Projects:**

Cllr Stock covered the proposal to progress Council projects, that tasks are logged as a project with an estimate of hours and projects & hours would then be approved by the Council and would be worked on by the Clerk/Assistant Clerk as additional to their contracted hours. The committee agreed with the proposal to progress Council projects. To be included at the next Full Council meeting. Project list to be drafted.

### **22/063. Clerks Reports:**

It was resolved to accept the proposal for the Clerks Report, that this report will only include the Clerks/Assistant Clerks outstanding actions, sizeable tasks would be

added to the project list and that it would no longer include Cllr actions. Cllrs would be reminded of their actions when draft minutes were issued.

**22/064. Exclusion of public and press.**

It was noted that there were no public or press present, at the meeting. It was resolved that the Clerk could remain at the meeting but will be excluded from item 22/068c).

**22/065. Annual Leave:**

**a)** It was resolved that staff annual leave entitlement is recorded by hours and not by days.

**b)** It was resolved that should staff have any outstanding annual leave (above the figure recorded in their contract), it would be agreed with the Chairman and Vice Chairman of the Personnel Committee that either additional annual leave could be carried forward or paid and that the Council would be informed.

**22/066. Cover in the Office:**

To discuss the possibility of the Clerk and Assistant Clerk working on separate days to increase cover in the office.

It was agreed to review this item at a future Personnel Committee meeting once "Council Projects" are discussed at the next Full Council meeting.

**22/067. Assistant Clerk:**

**a)** It was resolved the Bank Holiday entitlement is calculated as a pro rata amount for the Assistant Clerk.

**b)** To review and approve the draft contract. Following some discussion, it was agreed that this item is carried forward to the next Personnel Committee meeting.

**c)** It was resolved that a satisfactory six-month probationary period had been completed by the Assistant Clerk and a letter would be issued accordingly.

**d)** It was resolved that a recommendation is made to the Full Council that the Assistant Clerk could work an additional 4 hours / month and this would be automatically approved by the Council.

As the meeting had over run, it was agreed that the remaining items are carried forward to the next Personnel Committee meeting.

**e)** To discuss and consider approval of additional hours being worked by the Assistant Clerk, to cover when the Clerk is absent for a week or longer and make recommendations to the Full Council.

**22/068. Clerk:**

**a)** To discuss Clerks workload and additional hours. To review additional hours being worked by the Clerk, following appointment & training of Assistant Clerk and make recommendations to the Full Council.

**b)** Additional hours are being worked by the Clerk however, no additional holiday has been accrued or paid. To discuss and consider any next steps.

**c)** Annual review of salary is outstanding. To discuss and make recommendations to the Full Council.

**22/069. Date of next Personnel Committee meeting.** 20th July 2022, 4:30pm.

Meeting closed 6:45pm.

**Signed by the Chairman:** .....

**Date:** .....