

NAZEING PARISH COUNCIL

Minutes of the Personnel Committee Meeting held on Wednesday 20th July 2022 5pm 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.

These minutes are subject to ratification at the next meeting.

22/084. Welcome and Introductions:

Cllr Stock welcomed everyone to the meeting.

22/085. Apologies for absence:

None.

22/086. Declarations of Interest:

None.

22/087. Approval and signing of minutes:

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

22/088. Council Projects:

The Council projects list was reviewed in terms of priority to save time at the next Council meeting. The revised list will be sent to all Cllrs when the Full Council meeting agenda is issued.

22/089. 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 22/091c).

22/090. Assistant Clerk:

a) The draft contract has been reviewed and amended. It was resolved to accept the proposed changes to the Assistant Clerks contract and Cllrs Stock & Judge will undertake a final check of the amended document before it is issued to the Assistant Clerk. **Action Clerk / Cllrs Stock & Judge.**

b) It was resolved that a recommendation is made to the Full Council that the Assistant Clerk can work an additional 2 hours per day to cover when the Clerk is absent for a week or longer and this would be automatically approved by the Council.

22/091. Clerk:

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

b) Additional hours have been worked by the Clerk however, no additional holiday has been accrued or paid. It was resolved that a recommendation is made to the Full Council that the Clerk should be paid for the accrued additional holiday from the last 2 years (April 2020 – March 2022).

It was noted that the Clerk departed from the Council meeting at this point.

Cllr Stock kindly agreed to take the minutes.

c) Annual review of salary. It was resolved to recommend to the Council that the Clerk is awarded a 7 point increase (to SCP 24) on the National Joint Council for Local Government Services pay scales as issued on 2 March 2022 for 2021-22, be accepted and that it is back dated to 01/04/21.

22/092. Date of next Personnel Committee meeting. TBA.

Meeting closed 5:45pm.

Signed by the Chairman:

Date: