



Heybridge Parish Council

Minutes of the meeting of the **PERSONNEL COMMITTEE** of the **PARISH COUNCIL** held on **MONDAY 6th MARCH 2017** in the Meeting Room, Plantation Hall, Colchester Road, Heybridge. Due to confidential business, this meeting was not open to the press or members of the public (Public Bodies (Admissions to Meetings) Act 1960, s1 (s).)

PRESENT

Chairman: COUNCILLOR MICHAEL EDWARDS

Councillors: Richard Perry Prof Lew Schnurr

Officers: Laurie Wiebe – Clerk

The meeting commenced at 10.30am.

16/490 **Apologies**
There were none.

16/491 **Chairman's Announcements**
There were none.

16/492 **Minutes**
The minutes of the meeting of the Personnel Committee of the Parish Council held on 30th August 2016 were received.

It was **RESOLVED** that the Minutes of the meeting of the Personnel Committee of the Parish Council held on 30th August 2016 be approved and confirmed.

16/493 **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests on items on the agenda**
There were none.

16/494 **Clerk's Report**
Members received a report from the Clerk.

The Clerk reported that the annual employee appraisals had taken place. As a result of the satisfactory appraisals, it was recommended to the Committee that the day caretaker, evening/weekend caretaker, and relief caretaker proceed to the next point on the NALC pay scale.

The Admin Assistant had successfully completed the Introduction to Local Council Administration course. As previously agreed by the Committee in March 2016, the Assistant has been promoted to Deputy Clerk. It was noted that the Clerk would update the Admin Assistants' contract to reflect the changes. Due to the increase in responsibilities, it was recommended to the Committee that the Deputy Clerk proceed to NALC pay scale SCP 20 and works toward obtaining CiLCA qualification. It was also recommended that the Deputy Clerk become a member of the SLCC.

It was noted that the Clerk had completed the following Continuous Professional Development courses for £553.13. Members were asked if the Clerk should be reimbursed.

- Mastering Public Speaking
- Supervision and Management 1 and 2 (final exam to be held on 24th March 2017)
- Fundamentals of Project Management
- Project Management Applications (final exam to be held on 21st April 2017)

It was noted that the job description for Neighbourhood Plan Coordinator has been deferred at the request of the Neighbourhood Plan Working Group.

There was a general discussion regarding the Committee having delegated powers covering remuneration. [The terms of reference for the Personnel Committee includes delegated powers as agreed by full Council November 2015.]

Members considered that:-

- i) The Deputy Clerk attend the SLCC Practitioners Conference in 2018;
- ii) The Clerk attend the SLCC National Conference in October 2017;
- iii) The Clerk attend the SLCC Leadership in Action Conference in 2018;
- iv) The Deputy Clerk and Clerk attend the SLCC Regional Conference in April 2017 and 2018.

It was **RESOLVED** that:-

- i) The evening/weekend caretaker proceed to SCP 11 from 1st April 2017;
- ii) The relief caretaker proceed to SCP 7 from 1st April 2017;
- iii) The day caretaker proceed to SCP 12 from 1st April 2017;
- iv) The Deputy Clerk proceed to SCP 20 from 1st April 2017;
- v) The Deputy Clerk undertake CiLCA training through EALC;
- vi) The Deputy Clerk attend the SLCC Practitioners Conference in 2018;
- vii) The Clerk attend the SLCC National Conference in October 2017;
- viii) The Clerk attend the SLCC Leadership in Action Conference in 2018;

- ix) The Deputy Clerk and Clerk attend the SLCC Regional Conference in April 2017;
- x) The Clerk be reimbursed for completed CPD courses as per contract.

16/495 Items Raised by Chairman

The Chairman noted that the annual performance review of the Clerk had taken place. The Chairman recommended that the clerk proceed to the next pay point on the NALC pay scale from 1 April 2017.

It was **RESOLVED** that the Clerk proceed to SCP 36 from 1 April 2017.

16/496 Future meetings

The next meeting of the Parish Council will be held on Thursday 16th March 2017.

The Chairman closed the meeting at 11:45am.

CHAIRMAN