



## CRANLEIGH PARISH COUNCIL

### MINUTES OF THE PERSONNEL COMMITTEE MEETING ON THURSDAY 27 JULY 2023 at 6.00pm at the Council Chamber

#### Councillors

Cllr R Burbridge\*      Vice Chairman

Cllr N Sanctuary\*

Cllr M Scully\*

Cllr R Tyler\*      Chairman

Cllr M West

PRESENT\*

ALSO PRESENT: B. Bell Parish Clerk FSLCC, Cllr A Morrison.

1. APOLOGIES FOR ABSENCE – There were no apologies for absence.
2. DECLARATION OF INTERESTS
  - Cllr N Sanctuary declared he is the Chairman of the Glebelands School Governors.
  - Cllr R Burbridge declared she is a Trustee of Rowleys.
3. PERSONNEL COMMITTEE MINUTES  
The draft minutes of the Personnel Committee meeting held on 03 May 2023, having previously been circulated, were AGREED and SIGNED by the Chairman as a true record.
4. CHAIRMAN'S REPORT - The Chairman had no report.
5. PUBLIC SESSION - There were no members of the public present.
6. STAFF MATTERS  
The Committee AGREED to exclude the press and public from the meeting, reason staff in confidence.
  - The Clerk gave an update on staffing matters.
  - The Committee AGREED to continue with the pre-paid agreement with Work Nest for HR support.
  - The Committee AGREED for the Clerk and Senior Admin Clerk to use their time off in lieu during August.
  - The Committee asked the Clerk and Grounds Manager to provide a report on grounds maintenance contractor additional costs versus employing a second grounds person.
  - The Clerk gave a presentation on staff salaries and budget implications of pay settlements currently under negotiation.
  - The mandatory NALC/SLCC National Salary Award from 01 April 2023 for the Clerks is still being negotiated.
  - The discretionary GMA National Salary Award from 01 April 2023 is still under review as the GMA is looking at reviewing the role grading structure. The Committee AGREED to make a recommendation to the Council for a salary award for the grounds staff back dated to 01 April 2023 whilst the grading review is being conducted.
  - The Clerk gave a report on staff appraisals and Cllrs M Scully and R Tyler gave a report on the Clerk's appraisal. The Committee AGREED to recommend a number of performance awards to the Council.
7. DATE OF NEXT MEETING - Monday 13 November 2023. The meeting closed at 6.55pm

Signature.....

Date.....