



MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD AT 6.00 P.M.
ON THURSDAY 14 NOVEMBER 2024
IN THE COUNCIL CHAMBER

Councillors

Cllr R Burbridge* (Vice Chairman of the Committee)

Cllr N Sanctuary

Cllr M Scully*

Cllr R Tyler

Cllr M West* (Chairman of the Committee)

PRESENT*

ALSO PRESENT: Parish Clerk B. Bell.

1. APOLOGIES FOR ABSENCE

The Council AGREED the prior commitment apology of Cllr N Sanctuary and apology from Cllr R Tyler who is unwell.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PUBLIC SESSION

There were no members of the public present.

4. MINUTES

The draft minutes of the Personnel Committee meeting held on 22 July 2024, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

The Chairman had no report.

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 Chairman of the Council thanked the staff for organising the Remembrance Sunday service.
- The Personnel Committee recommend two performance enhancements to the Council.
- The Personnel Committee recommend the Council adopts the following policies:
 - Amended Anti-Bullying and Harassment Policy to encompass Sexual Harassment.
 - Sexual Harassment Risk Assessment.
 - Carers Leave Policy.
 - Compassionate Leave Policy.
 - Emergency Dependents Leave Policy.
 - Flexible Working Policy.
 - Maternity Leave and Pay Policy.
 - Paternity Leave and Pay Policy.
- The Committee recommends the NALC/SLCC National Salary Award to the Council for adoption for the Clerks backdated to 01 April 2024.

- The Clerk gave a presentation on staff salary budget for financial year 01/04/25 – 31/03/26 and the impact of the increase in the national minimum wage and employer national insurance in The Budget. The Committee considered the impact of The Budget on the national minimum wage and employer national insurance contributions, and the comment from the Council’s Internal Auditor that the subsequent budget increase should be met from the precept and not funded from reserves as these will be ongoing costs for the Council. The Committee AGREED to recommend a Staff Salary Budget of £321,100 for financial year 01/04/25 – 31/03/26 which includes a salary increase of 6.7% in line with the increase in the national minimum wage.

7. DATE OF NEXT MEETING

Thursday 13 February 2025 at 7.00pm.

The meeting closed at 6.43pm.

Signature.....

Date.....