

October Personnel Committee minutes

7:00 pm, Monday 16 October 2023

Conference Room, Gilberdyke War Memorial Hall

In attendance:

Councillor Pete Buckle, Councillor Chris Newsome, Councillor Sam Taylor-Dunn (Chair), Jake Wilde (Parish Clerk).

The Chair opened the meeting.

- 1. To agree: That the Committee resolve to exclude members of the public and press from the meeting as the items under discussion relate to confidential staffing matters**

This was proposed by Councillor Buckle, seconded by Councillor Newsome and agreed unanimously.

- 2. To agree: Apologies received**

Apologies had been received from Councillor Paul Bryan (domestic emergency). These were agreed.

- 3. Declarations of interest**

None.

- 4. To agree: Clerk's Report of Staff Appraisals for 2022/23 (held over from the July 2023 Personnel Committee meeting)**

- 5. To agree: The Clerk's Appraisal for 2022/23 (held over from the July 2023 Personnel Committee meeting)**

These two items were taken together. The Parish Council did not currently have an Appraisals Policy, nor any history of ever having conducted appraisals, so the appraisals undertaken for 2022/23 by the Clerk were informal discussions. The Personnel Committee agreed that the Clerk should undertake a review of the best way to conduct appraisals and submit recommendations to the Parish Council in the new year, ahead of the 2023/24 appraisal round. The Personnel Committee would also need training on how to conduct and oversee appraisals.

- 6. To agree: Approval for Clerk to undertake CILCA**

The Personnel Committee agreed that the Clerk should undertake any relevant training, subject to the Clerk having further discussions with ERNLLCA and training providers.

- 7. To agree: That the Committee recommend that the Parish Council adopt an Expenses Policy**

The Clerk provided the Committee with a draft policy based on the ERNLLCA/NALC model template. This was omitted from the ERNLLCA suite of policies on their website but is now included. The Committee agreed to recommend that the Parish Council adopt the Expenses Policy as drafted, with the exception of the section on Annual Events.

8. To agree: Salary budget review, estimates and planning for 2024/25 (see 4.4 of the Financial Regulations)

The Clerk provided the Committee with an estimate of the maximum likely employee remuneration expenditure for 2024/25 in order for the Committee to be able to make a recommendation to the Finance Committee. The Personnel Committee agreed to recommend an estimate of £60,000.

9. To note: The time, date and location of the next scheduled meeting is 7:00 pm, Monday 22 April 2024, in the Conference Room at Gilberdyke War Memorial Hall.

Noted.

To be signed as a true and accurate record by the Chair

Print name

Date

