

WASHINGTON PARISH COUNCIL



Clerk to the Council,
Ms Zoe Savill.
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Washington Parish Council Personnel Committee Meeting

MINUTES of the Personnel Committee Meeting held on Monday 13th February 2023 in the Washington Village Memorial Hall (Doré Room) at 7:00pm.

PRESENT: Cllr S Buddell, Cllr B Hanvey, Cllr P Heeley and Cllr J Thomas.

ALSO: Z Savill Clerk to the Council

ABSENT: None

The meeting was opened at 7:00pm

1. To Elect a Chairman of the Committee

Cllr Buddell agreed to be nominated for the role of Chairman of the Committee and was duly elected.

2. Apologies for absence

None

3. To Approve the Minutes of the Meeting of 27th January 2022

RESOLVED that the minutes of the meeting held on 27th January 2023 were a correct record and were duly signed by the Chairman.

4. To Record declarations of Personal or Prejudicial Interest from members in any item to be discussed and agree Dispensations

None declared.

5. Public Session

None present

6. To Consider signing up to WSALC's pledge for civility in public life.

Members were informed of the Civility and Respect Pledge launched jointly by NALC (National Association of Local Councils), the Society of Local Council Clerks (SLCC) and One Voice Wales. It aims to demonstrate high standards of conduct and eliminate bullying, harassment and intimidation within the local council sector. Councils were being encouraged to sign up and support this by NALC, SLCC and WSALC (West Sussex Association of Local Councils). Further information on the project was available at: <https://www.nalc.gov.uk/ourwork/civility-and-respect-project>.

Following a discussion it was unanimously **RESOLVED** to recommend that the Council approves signing the online pledge.

It was agreed that it would not be necessary to add a statement poster on the council's website stating zero tolerance to bullying, harassment and intimidation. This is because the values are already enshrined in the Council's published Code of Conduct and Grievance and Discipline policies.

7. To Approve the exclusion of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 for the discussion of confidential staffing matters.

None present.

8. Reserved matters relating to Clerk's appraisal, salary and pension

To Review and Approve Staff Appraisal.

The Clerk's annual appraisal was discussed. Members took the opportunity to thank the Clerk on behalf of the Council for all her work and support in 2022/23. They noted points raised by the Clerk and supported the responses given by the Clerk. PH reported on the key outcomes of the appraisal and this was noted by the Committee. The employer section of the appraisal with agreed objectives would be completed by the Committee for the Clerk to sign after the meeting.

Due to the confidential nature of the next item, the Clerk left the meeting

To Consider and Confirm Clerk's salary from 1st February 2023

Members noted that the Clerk was employed in February 2016 at scale point 26 LC2. This was converted to scale point 19 when new pay scales were agreed by the National Joint Council for Local Government Services (NJC) for 2019-2020 to be implemented from 1 April 2019. The Council does not base the Clerk's salary on the nationally agreed scales. These are used as a reference point in the annual salary reviews.

Following a discussion it was **RESOLVED** to make the following recommendation to be considered for approval at the next Full Council meeting on 6th March 2023:

- The Clerk's hourly rate to increase 10% with effect from 1st February 2023, taking into consideration performance and the rate of inflation.
- With effect from the new financial year (**April onwards**) the Clerk may claim the following:
Electricity: The amount to be increased from £10 to £26 per month.
Broadband: A new allowance of £20 per month may be claimed, towards the cost of the Clerk's home broadband which is also used for council business.

9. To Receive items for the next Personnel Committee Agenda and Agree date of the meeting

None received

The Meeting closed  (Continuation from the meeting Chairman)

Signed.....

Dated..... 27.11.23