

HAYDON WICK PARISH COUNCIL

WEB Minutes of the Personnel Sub-Committee Meeting, held in the Parish Council Offices on Wednesday 11th January 2023 at 12.00pm.

In attendance: Councillors L Rhys-Jones (Chair), E Baker Lee, R Hailstone, V Manro and R Ross.

Officer: Georgina Morgan-Denn, Chief Officer/Clerk & RFO

1. Apologies for Absence

There were apologies received and noted from Councillors A Roupelis (work commitments).

2. Declarations of Interest

There were no declarations of interest.

3. Chairman's Announcements

There were none.

4. Minutes

RESOLVED: That the minutes of the Personnel Sub-Committee held on 23rd November 2022 be signed as a correct record.

Proposed: Councillor R Ross

Seconded: Councillor E Baker Lee

Vote: Agreed unanimously.

5. Staffing Matters

The Chief Officer presented a staffing report which is held confidentially then left the meeting at 12.35pm and returned at 1.05pm. Members agreed to the following:

1. To recommend to Finance & Policy Committee and Full Council in January a total salary budget for 2023/24 at £767,087, as presented.
2. To note the total salary budget includes all contractual increments, an estimated 5% Cost of Living pay award, employers NI contribution rate of 15.05% and employers Pension contribution rate of 19.70%.
3. To regrade the role of the Chief Officer from 1st April 2023.
4. To regrade the role of the Deputy Clerk & Services Manager from 1st April 2023.
5. To regrade the role of the Finance Officer/Deputy RFO from 1st April 2023.
6. To reduce the contractual hours for the Administration vacancy to part time (21 pw) and recruit someone on a temp-to-perm contract, of initially 3 months.
7. To regrade a POST Operative to SCP 5-9 from 1st April 2023.
8. To regrade a POST Operative to SCP 10-15 from 1st April 2023.
9. To allocate budget for Spot Awards at £250 x five operatives, based on the performance.
10. To allocate budget for two Spot Awards at £1,250 each, based on performance.
11. To reduce the impact of the above additional expenditure by releasing funds from various budget lines. To note there is £7,100 available and with Point 6 above the proposed regrades and spot bonuses result in a zero impact on the precept:
 - a. To release £4,500 EMR Training leaving £1,500 for future training
 - b. To release £1,600 101 Training leaving £1,550 for future training
 - c. To release £1,000 101 Training leaving £0 as self-funded

Proposed: Councillor E Baker Lee

Seconded: Councillor R Ross

Vote: Agreed unanimously.

The meeting closed at 1.10pm

Chairman: _____