

HAYDON WICK PARISH COUNCIL

Minutes of the Personnel Sub-Committee Meeting, held in the Parish Council Offices on Monday 25th September 2023 at 3.30pm

In attendance: Councillors V Manro (Chair), R Hailstone, and R Worman

Officers: Georgina Morgan-Denn, Chief Officer/Clerk & RFO & Laura Cutter, Deputy Clerk & Services Manager

1. Apologies for Absence

Councillor E Baker Walker gave apologies (Personal Commitments) which were noted. There were no apologies from Councillors J Ali or R Ross.

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 24th July 2023 be signed as a correct record.

Proposed: Councillor R Worman

Seconded: Councillor R Hailstone

Vote: Agreed unanimously no Abstentions.

5. Staffing Matters

Members received a confidential report on the following matters and resolved to the following:

A) Cost of Living

RESOLVED:

- 1. To recommend to Full Council paying the Cost of Living Pay Offer of £1,925.00pa, in November 2023 ahead of national agreement with the caveat that "should the final collective bargaining agreement differ, all employees pay will be adjusted accordingly".**
- 2. To note the Financial Assistance Policy uptake.**
- 3. To note the Staff Larder/Lunches scheme will recommence from 6th November 2023 – 29th February 2024 at a cost of £1,030.00 to be met from existing budgets.**

Proposed: Councillor V Manro

Seconded: Councillor R Worman

Vote: Agreed unanimously.

B) Various Staffing Matters

RESOLVED:

- 1. To note the changes to Study Leave arrangements.**
- 2. To note the Occupational Health reviews and ongoing cases.**
- 3. To note a resourcing contingency plan in place.**
- 4. To note a Performance Improvement Plan.**

**C) STAFFING REGRADES & BUDGET IMPACT
RESOLVED:**

1. To note the internal promotion the Youth & Community Co Ordinator to the Community Development Officer.
2. To recommend to Full Council regrading a role to SCP13-15, commencing on SCP13 from 1st October 2023.

**Proposed: Councillor R Hailstone
Vote: Agreed unanimously.**

Seconded: Councillor R Worman

3. To recommend to Full Council regrading a role to SCP19 from 1st October 2023.

**Proposed: Councillor R Hailstone
Vote: Agreed unanimously.**

Seconded: Councillor R Worman

4. To recommend to Full Council to have an allowance of casual hours for organising Memory Café events (one per quarter/10 hours).

**Proposed: Councillor R Worman
Vote: Agreed unanimously.**

Seconded: Councillor V Manro

5. To note the cumulative effect for the current financial year on points 8-10 is a saving of £8,715.00 but when considered with the current NJC Cost of Living increase the effect on the current year budgets are now an underspend of £2,185.00.

**Proposed: Councillor V Manro
Vote: Agreed unanimously.**

Seconded: Councillor R Hailstone

**D) Sickness Cover for Parks & Open Spaces
RESOLVED:**

1. To recommend to Full Council increasing the hours of an operative for an interim period to cover staff sickness. This is for an initial period of two months and to give the Chief Officer delegated authority to extend the period up to a maximum of another three months.

**Proposed: Councillor R Hailstone
Vote: Agreed unanimously.**

Seconded: Councillor R Worman

The meeting closed at 15.55 Chairman: _____