

HAYDON WICK PARISH COUNCIL

Minutes of the Personnel Sub-Committee Meeting, held in the Parish Council Offices on Monday 15th July 2024 at 11.30am.

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

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

1. **Apologies for Absence**
Councillors J Ali, E Baker Walker and A Roupelis (Personal Commitments).
2. **Declarations of Interest**
None.
3. **Chairman's Announcements**
There were none.
4. **Minutes**
RESOLVED: That the minutes of the Personnel Sub-Committee held on 13th May 2024 be signed as a correct record.

Proposed: Councillor V Manro Seconded: Councillor R Hailstone
Vote: Agreed unanimously with two (2) Abstentions.
5. **Staffing Matters**
Members received and noted the report on current staffing matters. A confidential note is held on file.

RESOLVED:
 - A) **To recommend to Full Council increasing the contractual hours of the Memory Cafe Co Ordinator using available salary budget.**

Proposed: Councillor R Worman Seconded: Councillor S Heyes
Vote: Agreed unanimously.
 - B) **To recommend to Full Council increasing the three members of staff salary by one additional SCP point. The total cost of this will be £1,120.90 to be met from existing budgets.**

Proposed: Councillor S Heyes Seconded: Councillor R Hailstone
Vote: Agreed unanimously.
 - C) **Noted the overview of the Parks & Open Spaces Team and upcoming management steps. Agreed to bring in an external auditor (free of charge) to assist in assessing the grounds maintenance service provision.**

Councillor S Heyes left 12.18pm and returned at 12.26pm.

D) Discussed requests from two members staff to go part time. Officers to continue to review further options and present figures at Full Council next week.

E) Noted the update on the NJC Cost of Living Pay Award negotiations for 2024/2025.

Councillor S Heyes left 12.52pm and returned at 1.00pm.

F) Noted an example Stepping Up policy and agreed for the Chief Officer to continue to investigate a similar policy and bring future costs to next year's budget setting exercise from October 2024.

Councillor R Worman left the meeting at 12.54pm.

- 6. Changes to Staffing Policies**
RESOLVED: For the Staff Handbook revisions be presented to Full Council on 23rd July 2024.

Proposed: Councillor V Manro
Vote: Agreed unanimously.

Seconded: Councillor S Heyes

- 7. Items for the next Agenda**
To be provided as required.

The meeting closed at 1.10pm Chairman: _____