# 

# Personnel Committee Meeting Minutes

# 13th January 2025 7.00pm

held at Nash Mills Village Hall

### **Present**

Councillor Michele Berkeley (Vice Chairman)

Councillor Lisa Bayley

Councillor Alan Briggs

**In Attendance**

Meeting opened at 7.00 pm with the clerk present.

### **25/001/PC Appoint chairman**

To appoint Chairman for this meeting

**Resolved** that the Vice -Chairman, Cllr Berkeley be elected chairman for this meeting.

Membership of committee to be placed on full council agenda in February to consider an additional member following councillor resignation.

### **25/002/PC Apologies**

To receive apologies for absence

**None**

### **25/003/PC Interests**

### To receive declarations of interest from councillors on items on the agenda

### To receive written requests for dispensations for declarable interests; and

### To grant any requests for dispensation as appropriate

**None**

### **25/004/PC Minutes**

To confirm the minutes of the following meeting(s) as a true and accurate record of proceedings.

*Please note that these minutes were reported to full council in December 2019 but as there has not been a formal personnel meeting since that date the minutes will be duly signed here.*

**11th November 2019**

**Resolved** that the minutes be confirmed as a true copy of business transacted and they were duly signed.

### **25/005/PC Resignation of Clerk / RFO**

* To formally accept the resignation of the current clerk/RFO at 31/12/2024 (end date 31/3/2025)
* To consider approval of payment in lieu of holiday/additional hours
* To consider if council may wish clerk to act as locum support to a new clerk (to be negotiated)

**Resolved** that the resignation of the clerk be received and it was approved that any holiday remaining at 31/3/2025 be paid to enable NMPC to benefit from an optimum length of handover. Locum support to be considered once replacement clerk appointed and experience level known.

### **25/006/PC Recruitment of new clerk/RFO**

To determine the criteria for the new clerk to enable the existing clerk to raise a job advertisement

*Criterion to include but not limited to Contract terms/Job description/Hours/Salary scales/Pension provision*

**Resolved** that a clerk be recruited on NJC scales LC2 starting point from SCP18 (currently £30559 FTE) 24 Hours per week to include meeting hours. Flexible working and annualised hours (with criteria) to be considered. Clerk and committee to ask full council to set up a working group to enable speedy creation of the job advertisement to go out 17/1/2025, prior to clerks leave and to review contract using the appropriate templates supplied by HAPTC. Application closing date 3/2/2025. Interviews 10/2/2025. Clerk to review current job description to ensure it contains all appropriate information.

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**Chairman signature 10th February 2025**