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MINUTES OF Personnel Committee Meeting held by audio /video conferencing at 7.00 pm on Thursday 7 January 2021

Present: Councillors Weston (Chair) and Cooper. Also in attendance Caroline Emeny (Clerk). There were no members of the public present.

1. Apologies for Absence – retrospective apologies received from Cllr Sneddon who had technical difficulties connecting to the call and had intended to be present. Repeated attempts to join the meeting were all in vain.

2. Declarations of Interest and Dispensations

None.

3. Minutes of last meeting – 12 December 2019

There were no matters arising from the previous minutes, which were approved and signed remotely.

Pursuant to the Public Bodies Admission to Meetings Act 1960 the meeting was closed to members of the public and press

4. Matters relating to the employment of the Parish Clerk and Responsible Financial Officer were considered.

4.1 The Clerk's employment was reviewed in line with the contract of employment and job description. The Chair confirmed he is very pleased with the Clerk's performance and work relationships. There have been no expressions of concern in regard to the clerk and her role. The Chair asked the Clerk to continue to look for other funding and grant opportunities to supplement the precept.

4.2 The SCP rate was reviewed in accordance with the annual appraisal. It was unanimously agreed to increase the rate by 1 point to SCP24 effective January payslip (note this meeting should have been held in December). Noted that the SCP rates are reviewed annually for a cost of living (CoL) increase by NALC, effective April each year which is awarded retrospectively once the CoL is approved. Expenses for the working from home allowance is increased to £8 per month, a small increase of £1 p.m which has remained unchanged for many years.

4.3 The Clerk confirmed she is happy with her work: it remains varied and interesting. She re-iterated that she does not wish to work more hours than necessary but this last year proved very difficult with the resultant increase in email traffic due to the pandemic. She hopes the new Councillors will be more pro-active which will assist her in her job and is looking forward to getting them involved.

5. Date of next meeting

To be arranged for November or December 2021 if a meeting is not required before then, exact date to be agreed.

19.30 Meeting closed.