

A meeting of the Employment & Personnel Committee was held in the Pavilion, Manor Park Sports Club, Hackthorn Road, Welton on Monday 5<sup>th</sup> February 2024 at 7.30pm

**Present:** Cllrs R Fletcher (Chairman), A Greenway, Mrs M Chapman, Mrs S Watson, M Powell, A Lowen, D Pikett and N Hornsey  
**Also Present:** Cllr G Briggs

**Clerk:** Mrs J Murray

A public participation session took place prior to the official start of the meeting.

**24/02/01** To elect a Chairman

On a proposal from Cllr Greenway, seconded by Cllr Mrs Chapman it was unanimously **RESOLVED** following a vote that Cllr Fletcher was elected Chairman.

**24/02/02** To elect a Vice-Chairman

Cllr Pikett proposed Cllr Hornsey, no seconder and Cllr Greenway proposed Cllr Mrs Chapman, seconded by Cllr Lowen and following a vote it was **RESOLVED** by a majority (2 for Cllr Hornsey, 6 for Cllr Mrs Chapman) that Cllr Mrs Chapman was elected Vice-Chairman.

**24/02/03** Apologies

Cllr Mrs Grimble was absent with no apologies given.

**24/02/04** Declarations of Interest

None

**24/02/05** Clerk's Report

The Clerk reported that appraisals have been carried out for all members of staff and all were satisfactory with nothing to report.

**24/02/06** Personnel Matters

- a. Increase in wages for members of staff to take effect from 1<sup>st</sup> April 2024 in line with the National Living Wage of £11.44 per hour, an increase of 9.7%, pro-rata for the Facilities Manager and a minimum of 4.5% for the administration team subject to NJC Scales normally received in October/November. All as voted at Full Council in November 2023.
- b. Consideration was given to increasing working hours to allow the administration assistant to study for CiLCA; the matter of recouping costs was raised should she decide to terminate her employment within a certain timeframe after completion of the course. Should the post of Clerk become vacant at any time, it would be advertised in the normal way. It was suggested that a clause should be written into or an addendum added to their original contract for recovery of training costs following a discussion with the member of staff. On a proposal from Cllr Fletcher, seconded by Cllr Greenway, it was **RESOLVED** following a unanimous vote that Cllr Briggs will draft a document for consideration at the next meeting.
- c. A panel to carry out the Clerk's appraisal was nominated and agreed as Cllrs Fletcher, Hornsey and Powell and the Clerk will email them with some dates.

**24/02/07** Councillors Reports

Cllr Greenway commented that as Chairman he receives a copy of the Clerk's timesheet and suggested that Cllr Fletcher should also receive a copy.

**Chairman:** ..... **Date:** .....