

Compton Parish Council

Minutes of the Personnel Committee Meeting

Held on Monday 11th November 2019 at 7:30pm in the Wilkins Centre, Compton

Committee members present: Councillors Ian Tong (Chair), David Aldis and Mark Birtwistle.

Committee members not present: None.

In attendance: Sarah Marshman (Clerk).

- PER19/20-001** To consider the election of Chairman of the Personnel Committee for 2019/20
It was resolved to elect Ian Tong as Chairman of the Personnel Committee for 2019/20.
- PER19/20-002** To receive apologies for absence from members of the Personnel Committee
There were none.
- PER19/20-003** To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation
The Clerk declared an interest in minutes PER19/20-010 and PER19/20-011.
- PER19/20-004** To receive:
Questions or comments from members of the public regarding items on the agenda
Representations from any member who has declared a personal interest
There were none.
- PER19/20-005** To approve the minutes of the Personnel Committee Meeting held on 29th January 2019
It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman.
- PER19/20-006** To discuss any matters arising from the minutes of the Personnel Committee Meeting on 29th January 2019
There were none.
- PER19/20-007** To review the following policies:
- a) **Health and Safety Policy**
Some minor amendments were made to the Health and Safety policy. It was resolved to amend the policy.
 - b) **Equality Policy**
 - c) **Home Working Policy**
 - d) **Lone Working Policy**
 - e) **Pension Employer Policy Statement**
The policies were reviewed, and it was resolved to continue with the current policies.
- PER19/20-008** Under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest

that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw

It was resolved to exclude the press and public from the remainder of the meeting.

PER19/20-009 To review employee appraisals

The employee appraisals were reviewed.

PER19/20-010 To consider employee salaries for 2020/21

It was resolved for the Clerk to move to SCP27 on the NALC salary scale.

The following comment was noted:

We as a committee have expressed the concern the Burial Ground will need to operate on an hourly rate basis due to low volume expected and therefore the function point that would apply on the job evaluation sheet could not at this stage be used to determine salary moving forward unless the Burial Ground increases significantly above current expectations.

PER19/20-011 To consider the working from home allowance for employees for 2020/21

It was resolved to increase the working from home allowance from £60 per month to £80 per month, to be reviewed annually going forward.

Meeting closed 8:50pm.

Chairman:

Date: