

PERSONNEL COMMITTEE MEETING

16th November 2023 in the Pavilion, SY5 0RF

Present:

Cllrs Duncan Fletcher, Michelle Trow , Allan Hodges and Nick Hignett

Also present: Debbie Marais, Clerk

PERS 10.23 Apologies: None

PERS 11.23 Declarations of Interest – none received.

PERS 12.23 Public – no members of the public were present

PERS 13.23 Minutes of Previous Meeting. After a proposal by Cllr Fletcher, seconded by Cllr Hodges, all in favour, it was **RESOLVED** that the minutes of the Personnel Committee meeting held on 26th June 2023 were accepted as a true record and duly signed.

PERS 14.23 Parish Council Strategic Plan. It was agreed that at the planning stage of any large project the Personnel Committee would review the project with staff, in terms of workload and capacity, and would then make a recommendation to full council about the impact of the project on staff time and whether any additional hours or expertise would need to be in place. These would need to be built into the costings of the project.

PERS 15.23 Succession Planning. There was a general discussion about how to ensure local residents were attracted to join the parish council and also how to ensure a range of skills were available within the team of councillors in order to take on key roles. Clerk to draw up a policy about how to tackle both aspects in order to build in succession within the council. This would link to the general Communication Strategy about what the parish council does and achieves and the Training and Development policy for staff and councillors.

PERS 16.23 HR and Health & Safety support for the parish council. Current employment contracts and Health & Safety policies have been found to be non-compliant and the pay as you go contracts with Shropshire Council for both are not adequate. The Parish Council have a legal duty to ensure that such support is in place otherwise it leaves the council potentially vulnerable to claims by staff and residents. After a proposal by Cllr Fletcher, seconded by Cllr Hignett, all in favour, it was agreed to recommend to Full Council at the meeting on 11th December to **APPROVE that delegated authority be given to Personnel Committee to gain three quotes from companies providing HR and Health & Safety support and report back to Full Council in January 2024 in order that adequate and appropriate support be put in place as soon as possible.**

PERS 17.23 Exclusion of the Press & Public After a proposal by Cllr Fletcher, seconded by Cllr Hignett, it was **RESOLVED** that exclusion of the Press & Public be made on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (s1(2) Public Bodies (Admission of Meetings) Act 1960).

PERS 18.23 Report back on staff appraisals and any recommendations. No major concerns were raised throughout the appraisal process and staff are happy in their roles. The following recommendations were made:

18.23.1 The Finance Officer's Job Description would be amended to illustrate having taken on the role of Responsible Financial Officer

18.23.2 The Building Assistant had requested more hours. This requires some further exploration and discussion at the next Personnel Committee meeting

18.23.3 Information to support the Deputy Clerk in her role would be circulated to relevant Chairs of committees

PERS 19.23 Annual increment for all staff. After a proposal by Cllr Fletcher, seconded by Cllr Hodges, all in favour, it was agreed to recommend to Full Council at the meeting on 11th December to **APPROVE the annual increment of 1 scp. for all staff as stated in staff contracts.**

The meeting closed at 19.28

Signed:
Chairman Personnel Committee

Date: