

PONTESBURY PARISH COUNCIL
Meeting of Personnel/Human Resources Committee
Held on Thursday 25th November 2021 at 6.30pm at The Pavilion

PRESENT

Cllr D Fletcher, Cllr M Trow, Cllr N Hignett, Cllr J Pritchard, Cllr A Hodges

IN ATTENDANCE: None

CLERK: Debbie Marais

No members of the public were present

PHR13.21 APOLOGIES FOR ABSENCE - None

PHR14.21 DECLARATIONS OF INTEREST AND DISPENSATIONS – None

PHR15.21 PUBLIC QUESTIONS AND COMMENTS - None

PHR16.21 MINUTES OF COUNCIL - The minutes were submitted and circulated as read. It was proposed by Cllr M Trow and seconded by Cllr N Hignett and **RESOLVED that the minutes of the Council meeting held on 1st September 2021 be approved and signed as a correct record.**

PHR17.21 REVIEW OF EMPLOYMENT POLICIES

It was proposed by Cllr A Hodges and seconded by Cllr N Hignett and **RESOLVED to recommend to full council at the meeting on 13 December 2021 to approve the following policies as prepared by Clerk (*policies available on parish council website*);**

- **Dignity at Work**
- **Disciplinary policy**
- **Grievance policy**

PHR18.21 CHESTER UNIVERSITY STUDENT PLACEMENT – Clerk gave a verbal report about the opportunity for a 2nd year undergraduate placement from Chester University from 25th April to 27th May 2022. A couple of placement project outlines were discussed. After a proposal by Cllr N Hignett and seconded by Cllr M Trow it was **RESOLVED to APPROVE recommendation to full council on 13th December that Clerk and two Cllrs from the Personnel Committee take this opportunity forward and decide upon final project to be undertaken.**

PHR19.21 EXCLUSION OF THE PUBLIC It was proposed by Cllr J Pritchard and seconded by Cllr N Hignett and **RESOLVED to APPROVE exclusion of the Press & Public 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).**

PHR20.21 CLERK'S APPRAISAL REVIEW – a review of the April 2021 Clerk's appraisal was undertaken to bring Clerk in line with Deputy Clerk and Building Assistant appraisal and annual budget timetable.

PHR21.21 REPORT BACK ON DEPUTY CLERK AND BUILDING ASSISTANT APPRAISALS. These had been carried out by Cllrs Fletcher, Trow and Clerk during

November. Cllrs Trow and Fletcher gave a verbal report that the appraisals had been frank and positive and that both staff felt very much part of a team and worked well together and with Clerk. Following a proposal by Cllr M Trow and seconded by Cllr N Hignett it was **RESOLVED to APPROVE the following recommendations to full council at 13 December meeting:**

- a. **£120 for Filca (Finance) training for Deputy Clerk**
- b. **Cllrs to obtain quotes for additional office space for parish council staff at The Pavilion**
- c. **£35 for a wifi keyboard/mouse and laptop riser for Building Assistant following a Display Screen Equipment Assessment**

PHR22.21 REVIEW OF PAVILION BUILDING ASSISTANT SALARY SCALE

The Pavilion Building Assistant was appointed on a single scale point (11 - £11.30/hour). Advice received from Shropshire Council HR department was that a single scale point was not sustainable in the future. After a proposal by Cllr A Hodges and seconded by Cllr M Trow it was **RESOLVED to APPROVE a recommendation to full council at 13th December meeting that the Pavilion Building Assistant's contract be updated to include pay scale as NJC National Salary Scale scp 11 – scp 14 (£21,748 - £23,080 full-time equivalent) with an annual review in November each year to be implemented 1 April of following financial year.**

PHR23.21 ANNUAL INCREMENT FOR ALL STAFF

After a proposal by Cllr D Fletcher and seconded by Cllr J Pritchard it was **RESOLVED to APPROVE a recommendation to full council at 13th December meeting that all staff be given a 1 scp increment to take effect from 1 April 2022.**

PHR24.21 STAFFING RESTRUCTURE

The committee considered a draft proposal by Clerk/Deputy Clerk for a staffing restructure to appoint a Finance/Administration Officer for 10 hours per week with a cost to the council of £6600/year to cover the day-to-day finance duties for the council and Pavilion. This would allow Deputy Clerk to devote 2 days per week to Pavilion work to cover increasing workload to cover building management, event organisation & promotion/marketing duties. Currently the Clerk undertakes the day-to-day finance work which is not a cost-effective use of Clerk time. It would also free up Clerk for forthcoming larger project work required within the parish e.g. Streetlight conversion, play area/public toilet conversion and climate change projects. The Committee agreed in principle but felt that it was important to have an objective external view on the proposals. Clerk to ask Kim Bedford and Gwilym Butler to comment on the proposal. Cllrs present felt that it is important that:

- local residents are assured that the precept should not be put up without full exploration of cost saving in other areas of council activity
- Generally, there should be better communication with local residents about how the precept level is arrived at and what residents are getting for their money.

Meeting ended: 7.40pm

Signed
Chair

Date