

EUXTON PARISH COUNCIL

Minutes of the Personnel Committee 14 January 2021 at 7.00 pm via Zoom.

Present: Cllrs K Reed (Chair), P Fellows, C Jones, E Jones, G Sharples.

1. Exclusion of Press and Public

Resolved: Members agreed that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972. It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.

2. Apologies

Cllr H Tune.

3. Declarations of Interest

None at this time.

4. Minutes of the last meeting held on 12 November 2020

Resolved: Minutes of the Personnel Committee on 12 November 2020 were agreed to be signed by the Chair.

5. Clerk review arrangements, discussions and recommendations

Members had seen the report of the list of review meetings and the information the reviewers had considered. The Clerk's appraisal form had been completed and signed with an outstanding performance and new objectives set. Members discussed the performance items achieved and set. From the appraisal meetings the review form had been enhanced to be targeted against the matrix headings so a comparison could be seen. These types of changes were taken into the caretakers forms.

The salary matrix showed a high salary gap difference so the proposal is to spread the changes over 20/21 and 21/22.

Resolved: Members agreed with the appraisal findings and to the salary changes being spread 50% over 20/21 £18.75 and 21/22.

Members discussed the Caretakers, for lockdown 3, they were each working one day a week as play areas remain open so they must be safety checked and cleaned.

6. Employee Reviews, suggested changes to arrangements

Resolved: Members agreed:

- The updated Appraisal form for the Village Caretakers was to be used.
- To retain the Deputy Clerk until the end of June and review again.
- Allow outstanding all holiday days to be carried forward over two years, half to 21/22 and half to 22/23.

7. Budget

Chair had done the calculations for 2021/2022.

Resolved: Members agreed to budget of £90k will be put forward to the precept budget.

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8. Any other items which need attention or research

None.

There being no further items of business the Chair closed the meeting.

7.25 pm