

**Minutes of Personnel Committee Meeting**  
 Held at the Court House, Stradbroke  
 Tuesday, 23<sup>rd</sup> November 2021 starting at 7.00pm

Present: James Hargrave, Kamal Ivory, Toni Wisbey (Chair)

In attendance: Odile Wladon (Clerk)

<b>21.11.01</b>	<b>Chairs welcome</b> TW welcomed all to the meeting
<b>21.11.02</b>	<b>Absences</b> Susan Loxton sent apologies due to a prior engagement Councillors <b>voted</b> to accept the submitted apologies.
<b>21.11.03</b>	<b>Declarations of interest</b> <ol style="list-style-type: none"> <li>a. There were no Local Non-Pecuniary Interests declared</li> <li>b. There were no Pecuniary Interests declared</li> <li>c. There were no requests for dispensations received.</li> </ol>
<b>21.11.04</b>	<b>Minutes of meeting held 8<sup>th</sup> October 2019</b> Cllrs accepted the minutes as a true record of the meeting.
<b>21.011.05</b>	<b>Policies:</b> Councillors approved the following policies with minor editing changes: <ul style="list-style-type: none"> <li>• Equality Policy</li> <li>• Health &amp; Safety</li> </ul>
<b>21.11.06</b>	<b>Staffing Matters for budget</b> Councillors voted on a proposal to review this item in closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the information to be discussed. <ol style="list-style-type: none"> <li>a. Councillors reviewed a log of the Clerk’s working hours and agreed a proposal to be included in the draft budget, with a recommendation for a contract variation wef 1/12/21.</li> <li>b. Councillors also reviewed the salary scale and noted that this now includes an annual increment on the scale – this will also be proposed for budgeting purposes.</li> <li>c. Councillors reviewed the current pension arrangements offered to council staff, it was agreed that this should remain the same at the current time but will be reviewed in the near future – with LGPS to be considered.</li> </ol>
<b>21.11.07</b>	<b>Date of next meeting:</b> to be confirmed.

Meeting closed at: 8.00pm

Signed: \_\_\_\_\_

Date: