

Minutes of Personnel Committee Meeting
 Held at the Court House, Stradbroke
 Monday, 8th October 2019 starting at 7.00pm

Present: Toni Wisbey (Chair), Pam Cane, Kamal Ivory, Dennis Merritt

In attendance: Odile Wladon (Clerk), James Hargrave (Chair – Parish Council)

PR.19.10.1	The Chair welcomed all to the meeting.
PR.19.10.2	There were no absences to note.
PR.19.10.3	<p>Declarations of interest</p> <p>a. There were no Local Non-Pecuniary Interests to note</p> <p>b. There were no Pecuniary Interests declared</p>
PR.19.10.4	<p>Minutes of meeting held 2nd October 2018</p> <p>Councillors noted that the minutes of this meeting had been previously accepted and signed as a true record of the meeting.</p>
PR.19.10.5	<p>Benchmarking:</p> <p>Toni Wisbey Proposed and Pam Cane Seconded to review this item in closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential sensitive nature of the information to be discussed.</p> <p>The motion was carried 3 in favour, and 1 abstention.</p> <p>The Clerk withdrew from the room and James Hargrave took over as Acting Clerk for the rest of the meeting.</p> <p>Councillors reviewed a benchmarking report which had been previously circulated.</p> <p>A. Toni Wisbey Proposed and Kamal Ivory Seconded a motion that with effect from November 2019, the Clerk's contracted hours should increase to 20 per week. The clerk to be requested to keep a record of her active working hours weekly.</p> <p>In Favour (3), Against (1)</p> <p>The recommendation in point A above will be presented to the October Parish Council meeting for approval.</p> <p>B. Toni Wisbey Proposed and Kamal Ivory Seconded a motion that with effect from 1st April 2020:</p> <ol style="list-style-type: none"> 1. The Parish Council should adopt a salary range for the Clerk/RFO role of SCP24 -28 2. The Clerk's salary should increase to SPC24 w/e 1/4/20. 3. The Office allowance should be increased to £180 pa (payable £15 per month) 4. The IT Support allowance should be increased to £360 pa (payable £30 per month) <p>Proposed by Toni wisbey and Seconded Kamal Ivory – all in favour.</p> <p>The recommendations in point B above will be passed to the Finance Committee to be included in the budget setting for the year 2020/21.</p>

	The proposals will then be presented to the Full Council for approval as part of the budget.
PR.19.10.6	Date of next meeting: date to be agreed Policies for review: <ul style="list-style-type: none">• Grievance & Disciplinary• Bullying & Harassment• Complaints Procedure• Training & Development – new

Meeting closed at: 8.00pm

Signed: _____