

Minutes of Personnel Committee Meeting

Held at the Court House, Stradbroke
Monday, 7th April 2025 starting at 7.30pm

Present: James Hargrave, Irene Mucklow, Toni Wisbey (Chair)

In attendance: Odile Wladon (Clerk)

25.04.01	Chairs welcome TW welcome all to the meeting
25.04.02	Absences : Caroline Stebbing sent apologies for the meeting
25.04.03	Declarations of interest i. There were no declarations received from Councillors. ii. There were no requests for dispensations.
25.04.04	Minutes of meeting held 21st November 2021: Councillors resolved to accept the Minutes as a true record of the meeting.
25.04.05	Policies: i. Councillors reviewed and resolved to approve the following policies: a. Dignity at Work b. Health & Safety c. Equality & Diversity d. Training & Development ii. Councillors reviewed the changes to the following policies and will recommend approval to full Council: a. Disciplinary b. Grievance c. Safeguarding
25.04.06	Risk assessments: Councillors noted the Risk Assessments undertaken for staff as follows: a. Office activities b. Display screen c. Outdoor working d. Lone working e. Litter picking
25.04.07	Cllr exit interviews Councillors reviewed a request that exit interviews should be offered to Councillors if they resign midterm. <u>Outcome:</u> Councillors felt that exit interviews were appropriate for employees as they lack voice and agency. However, Councillors felt that there is nothing that would prevent the Chair of the Council offering the same to a Councillor who resigns mid-term, should the Chair wish to.
25.04.08	Staffing Matters i. Councillors resolved 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. ii. Councillors reviewed proposals for:

	(a) Salary and wages for 2025/26 Councillors resolved to recommend to Full Council that a new pay range of SCP24-32 should be adopted for the role of Clerk. This pay scale encompasses all the functions undertaken by the Clerk and allows the Council to recognise experience in the role. Councillors noted that no pay rise had been budgeted for 2025-26 and therefore could not recommend one at this time. (b) Working schedules for 2025/26 Councillors noted that a change to the schedule for Street Cleaning had made the work more manageable and easier to monitor. A review will take place at the next meeting to see if any other changes could be made.
25.04.09	Date of next meeting: Monday, 27 th October 2025 @ 7.30pm

Meeting closed at: 8.30pm

Signed: _____

Date: