

Compton Parish Council

PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held Online via Zoom on Monday 14th December 2020 commencing at 8:01pm.

Members Present: Ian Tong, Chairman
David Aldis
Mark Birtwistle

Members Absent: None

Officers Present: Sarah Marshman, Parish Clerk/RFO

Minutes

PER20/21-017 To receive, and consider for acceptance, apologies for absence from Members of the Committee

All members of the Committee were present.

PER20/21-018 To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation

The Clerk declared a pecuniary interest in Minutes PER20/21-029 and PER20/21-030.

PER20/21-019 To receive:

**Questions or comments from members of the public regarding items on the agenda
Representations from any member who has declared a personal interest**

No questions, comments or representations were received.

PER20/21-020 To approve the minutes of the Personnel Committee Meeting held on 14th July 2020

It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman.

PER20/21-021 To discuss any matters arising from the minutes of the Personnel Committee Meeting held on 14th July 2020

There were no matters arising.

PER20/21-022 To consider adopting role descriptions for the following roles:

a) Flood Warden

Resolved: To adopt the role description for the Flood Warden.

b) Allotment Manager

Resolved: To adopt the role description for the Allotment Manager.

PER20/21-023 To discuss the role description for the role of Sports Pavilion Manager

Various aspects of the role were discussed. IT will draft a job description for consideration at the next meeting of the committee.

PER20/21-024 To review working practices during Covid-19

Working practices were reviewed.

Resolved: The Clerk should purchase hand sanitiser and gloves for herself and for the Councillor that carries out play area inspections.

PER20/21-025 To review pension scheme rates for the Berkshire Pension Fund

The pension scheme rates for the Berkshire Pension Fund were reviewed.

PER20/21-026 To review the NALC/SLCC salary scale for 2020/21

The NALC/SLCC salary scale for 2020/21 was reviewed.

PER20/21-027 To resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw.

Resolved: To exclude the Public and Press from the remainder of the meeting due to the confidential nature of the business in Minutes PER20/21-028, PER20/21-029 and PER20/21-030.

PER20/21-028 To review employee appraisals

Employee appraisals were reviewed.

Resolved: To make a recommendation to Full Council that the Council website should move to a gov.uk domain name.

The Clerk left the meeting for the discussion and resolution of Minutes PER20/21-029 and PER20/21-030.

PER20/21-029 To consider employee salaries for 2021/22

Resolved: For staff to remain on the same point on the NALC/SLCC salary scale for 2021/22.

PER20/21-030 To consider the working from home allowance for employees for 2021/22

Resolved: For staff to receive the same working from home allowance for 2021/22.

There being no further business, the meeting was closed at 8:12pm.