



Personnel Committee Minutes

Minutes of the Personnel Committee Meeting held in the Wilkins Centre, Compton, on Wednesday 7th December 2022. Commencing at 7:32 pm.

Members Present: Councillor Ian Tong (Chair)
Councillor Rebecca Pinfold
Councillor Alison Strong

Members Absent: None

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: None

Minutes

PER22/23-015 To receive, and consider for acceptance, apologies for absence from Members of the Committee

All members were present so no apologies for absence were received.

PER22/23-016 To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any requests for dispensation from Members declaring a Disclosable Pecuniary Interest

There were no declarations of interest or requests for dispensation.

**PER22/23-017 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

There were no questions, comments or representations.

PER22/23-018 To approve the minutes of the Personnel Committee Meeting held on 21st June 2022

Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Chairman signed the minutes.

- PER22/23-019 To discuss any matters arising from the minutes of the previous Personnel Committee Meeting**
There were no matters arising.
- PER22/23-020 To discuss matters for future consideration and for information**
The need for an email auto-response for the Council email address was discussed and an outline wording agreed.
- PER22/23-021 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 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 PER22/23-022 to PER22/23-026.
- PER22/23-022 To review employee annual appraisals**
Employee appraisals were reviewed.
- PER22/23-023 To consider costs for employee training requirements and conference attendance**
Resolved: To set a budget of £200 for a contribution towards the costs of the Clerk attending the SLCC Practitioners' Conference.
- PER22/23-024 To review SLCC salary scales for 2022/23**
The SLCC salary scale for 2022/23 was reviewed.
- PER22/23-025 To consider staff salaries and working from home allowance**
Resolved: To set staff salaries and the working from home allowance as per Confidential Report 07/12/2022-01.
- PER22/23-026 To review staffing and training budgets for 2023/24**
Recommendation: It is recommended to Full Council that the budget for staff costs is set at £20,500 and the budget for training at £500 for the 2023/2024 financial year.

There being no further business, the meeting was closed at 8:39 pm.

Chairman: _____

Date: _____