

# Compton Parish Council

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## Minutes of the Personnel Committee Meeting

Held on Tuesday 29<sup>th</sup> January 2019 at 7:00pm in the Welstead Room, Village Hall, Compton

Committee members present: Councillors David Aldis, Mark Birtwistle and Keith Simms.

Committee members not present: None.

In attendance: Sarah Marshman (Clerk).

- PERS18/19-001 To elect a chairman for the Personnel Committee**  
It was resolved to elect Mark Birtwistle to Chair this meeting and that a Chair would be elected at each meeting.
- PERS18/19-002 To receive apologies for absence**  
There were none.
- PERS18/19-003 To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation**  
The Clerk declared an interest in minutes PERS18/19-010 and PERS18/19-012.
- PERS18/19-004 To receive: Questions or comments from members of the public  
Representations from any member who has declared a pecuniary interest**  
There were none.
- PERS18/19-005 To review the terms of reference for the Personnel Committee**  
The terms of reference were reviewed, and no alterations were suggested.
- PERS18/19-006 To consider adopting a health and safety policy**  
It was resolved to adopt the health and safety policy.
- PERS18/19-007 To consider adopting an equality policy**  
It was resolved to adopt the equality policy
- PERS18/19-008 To consider adopting a home working policy**  
It was resolved to adopt the home working policy
- PERS18/19-009 To consider adopting a lone working policy**  
It was resolved to adopt the lone working policy
- PERS18/19-010 To consider adopting a revised job description for the Clerk**  
Some suggested alterations were made to the draft document. It was resolved to adopt the revised job description for the Clerk.
- PERS18/19-011 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 at Agenda Item 12, Namely 'to consider the Clerk's salary', 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.**

It was resolved to exclude the press and public from the meeting.

**PERS18/19-012**

**To consider the Clerk's salary**

The Clerk left the room for the discussion and resolution of PERS18/19-012.

The salary scale was considered with regard to the revised job description and an SLCC advice note on job evaluation.

It was resolved that the Clerk's role should now fall in the LC2 scale, starting on scale point 18 based on the 2019 pay scale produced by NALC.

Meeting closed 7:30pm.

Chairman: .....

Date: .....