



# Minutes

## Ringshall Parish Council Personnel Committee Meeting

08/06/2020 from 6.30-8.30pm

Virtual meeting via <https://join.skype.com/cjYRHxHqqIW0>

Start time	18.35	
Present	Cllr H Williams, Cllr N Last Dave Smith - Clerk to Council	
RPC/2020/06/PC	1 To elect a chairperson	Standing Orders & LGA 1972
	<i>Cllr H Williams was duly elected as Chair for the Committee</i>	ELECTION
	2 To receive any declarations of interest and approve any dispensation requests	RA(DPI)R 2012 Suffolk Local Code of Conduct
	<i>None</i>	
	3 To consider excluding the public and press for the remaining items as their presence would be prejudicial to the public interest due to the nature of the matter to be discussed	Public Bodies [Admissions to meetings Act] 1960
	<i>The Committee duly resolved to exclude the press and public, since all matters would privileged information regarding an employee.</i>	RESOLUTION
	<i>Clerk actioned to monitor the Skype session to make sure this exclusion held.</i>	ACTION (In meeting)
	4 To perform the Clerk's annual appraisal	LGA 1972 S112
	The Committee and the Clerk participated in the appraisal. Clerks comments were duly noted and discussed. Committee duly completed sections 2 and 3, and discussed content for section 4.	
	Clerk actioned to send Word format version of appraisal to Chair	ACTION
	<i>Chair actioned to complete section 4.1 part 1 and return to Clerk</i>	ACTION
	Clerk actioned to completed section 4.1 part 2	ACTION
	5 To review:	LGA 1972 S112
	<ul style="list-style-type: none"> <li>• the Clerk's contract of employment terms, especially standard hours</li> <li>• the Clerk role description</li> <li>• the RFO role description</li> </ul>	
	<i>A discussion was held regarding hours and the Committee will recommend to Council that the Clerk's hours are increased to 25 per month. Commencement to be also be decided by full council.</i>	RECOMMEND
	The Clerk's role description was reviewed, and it was agreed that he monitoring of the SID would be added as an additional aspect. The additional hours this will entail will be reviewed once the SID is in place.	AGREEMENT
	6 To review the Clerk's pay scale	LGA 1972 S112
	<i>A discussion was held regarding the Clerk's pay scale taking into account the above appraisal and the Council's likely LC level, which the Clerk advised is probably LC1 above substantive.</i>	ADVICE
	<i>The Committee agreed on a new SCP for the Clerk, but due to budgetary constraints in their TOR, were unable to adopt this, instead it will be recommended to Full Council for approval.</i>	RECOMMEND
	7 To review Clerk and Councillors' training	LGA 1972 S112
	<i>The Committee heard a case for approval of the Clerk taking the CILCA qualification. A discussion was held around this, associated training courses, and additional time for tasks involved.</i>	
	<i>The Committee resolved to approve the taking of the qualification and pay its fee, but would not support any additional hours for it.</i>	RESOLUTION
	<i>The Committee decided to review the training options.</i>	DECISION
	8 To consider approving additional Clerking hours to due to the additional meetings in April and June.	LGA 1972 S112
	<i>A discussion was held on this topic, and the Committee noted that they need to consider the implications of adding additional workload in a Council meeting on the Clerk, and acknowledge then if additional hours are required for it.</i>	
	<i>The Committee and Clerk agreed on 3 hours per meeting for the additional meetings in this item, totalling 9 hours, and the Committee resolved to have these added</i>	AGREEMENT RESOLUTION
Meeting closed	20:17	



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