



COMBE MARTIN

PARISH COUNCIL

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**To: Cllrs M Richards (Chair), S Coomber (Vice Chair), S Daukes,
T Seldon, and M Worth.**

You are hereby summoned to attend a **meeting** of Combe Martin Parish Council's **Personnel Committee**, which will be held at **7.30pm** on **Monday 4th October 2021** in the Community Centre.

Acting Parish Clerk

Date of issue: 29 September 2021

AGENDA

PART A:

1. Apologies

(Please make any apologies known to the Clerk)

2. Declarations of interest

To receive declarations of personal interests and disclosable pecuniary interests (DPIs) in respect of items on this agenda. Members are reminded that all interests:

- Should be declared at the beginning of the meeting.
- Should be declared prior to the item being discussed.
- Must be declared on the “Register of Interests” form at the meeting, when making a declaration.

3. To consider any requests for dispensations

4. Exclusion of Press and Public

To resolve under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of confidential information.

PART B

5. August 2021 Personnel Committee meeting

To review the minutes of the August 2021 Personnel Committee meeting and any actions there from.

6. Staff issues

- To review present staffing levels and ensure that they are suitable to meet the requirements of Councils day to day and strategic operational requirements.
- To review existing job descriptions to ensure they are fit for purpose.
- To review current employment contracts when a new Clerk is in post.
- To review the hours of the administrator and agree an increase hours and amendment of the contract.

7. Review of Salary levels and pay scales and consider budget impacts.

- To consider current salary levels in relation to National Agreement on Salaries and current National pay scales.
- To consider employing a consultant to evaluate all roles within the National Agreement Framework.

8. . Current Finance Officer.

- To discuss the closing of the contract on the 28th October and consider payment of holidays not taken and hours worked as Acting Clerk.

9. Clerk Vacancy

- To agree job description, hours and pay to enable advertisement to be drafted.
- To agree where to advertise, time scales etc.
- To discuss requirement for locum clerk

10. Finance Officer Vacancy

To agree job description, hours and pay to enable advertisement to be drafted.

To agree where to advertise, time scales and possible interview date.

To discuss requirement for a locum finance officer.

11. Pay scales

The NALC pay scales will be used by the council for guidance only

12. Draft Job offer letter and contract of employment.

To accept the drafts for future use by Combe Martin Parish Council.

13. Questions

Chair and Clerk to receive questions on topics of immediate importance not covered on the agenda of this meeting.

No decisions can be taken on items of business not on this agenda.