

Draft minutes of the Personnel Committee meeting held
on 28th March 2022 at 7:30pm at Combe Martin Community Centre.

Present: Cllrs. M Richards (Chair), S Daukes, T Seldon, and M Worth.

Also in attendance: Andrew Wyer (Clerk) and 0 members of the public.

01/22. Apologies

There were no apologies.

02/22. Declarations of Interest

There were no declarations of interest.

03/22. Public Participation

There were no members of the public present.

04/22. Minutes

It was RESOLVED to approve and sign the minutes of the Personnel Committee meetings held on Monday 13th August 2021 and on Monday 4th October 2021.

05/22. Part 2

It was RESOLVED to exclude the public and press from the following items as they would likely include the disclosure of confidential information.

06/22. 2021/2022 Pay Rates

The Committee NOTED a report from the Clerk explaining that the nationally agreed pay rise for Council staff had been anticipated within the budget and that even when it was backdated, the Salary costs will come in under budget for the year.

07/22. Clerk Salary

It was RESOLVED to move the Clerk onto the Salary Column Point scale. The Committee will submit a report to full Council detailing the agreed SCP point.

08/22. Standardising Staff Contracts

It was RESOLVED that, where practical, all staff contracts should be brought into line with the Council year (April to March).

09/22. Holiday Entitlement

It was RESOLVED that Council employees should be allowed to carry over a maximum of 5 days holiday each year (pro-rata for part time employees). In exceptional circumstances this could be increased, if agreed in advance.

10/22. Staff appraisals

Following a review of the process and discussions the Clerk had already had with employees, it was RESOLVED that the Clerk should continue the appraisal process with employees, with a view of ensuring that they receive any training that they require. Where appropriate, succession planning and role evaluations should be undertaken, with a report or recommendations to be brought to the next Personnel Committee meeting.

How to reward or recognise exceptional performance was discussed. It was RESOLVED to make an adjustment to an SCP position - to be included in the report going to Council (Minute 07/22).

It was further RESOLVED to recommend to full Council that the Clerk's employment on a permanent contract be approved.