

## MINUTES

### HERSTMONCEUX PARISH COUNCIL PERSONNEL SUB-COMMITTEE Thursday 10<sup>th</sup> February, 10.30a.m

**Committee Member Councillors:** Jo Angear; Graham Lee; Nick Porter; Ian Stewart

1. **APOLOGIES FOR ABSENCE**  
PerSub\_22.02.01

**The meeting opened at 10.30a.m.**

There were no apologies.  
Cllr Graham Lee had advised he would be late to the meeting.

2. **DECLARATIONS OF MEMBERS' INTERESTS**  
PerSub\_22.02.02

There were no interests specific to this agenda.

3. **PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS**  
PerSub\_22.02.03

No members of the public were present. No questions submitted.

4. **PERSONNEL ITEMS**  
PerSub\_22.02.04

***A resolution will be made to exclude press and members of the public in the event of making any staffing decisions being made in accordance with the Public Bodies (Admissions to Meetings) Act 1960***

**Cllr Graham Lee joined the meeting at 10.40a.m.**

i Administration Assistant Contract  
The Personnel Sub-Committee agreed that the Administration Assistant role was a key one to the effective operation of the Council.

Funding for the role is within the budget both last year and for the next financial year. Questions were discussed about budget implications if this were a permanent arrangement.

The Personnel Sub-Committee **Recommend to Full Council** that the Administration Assistant Role become a permanent contracted role. **All in favour.**

**Recommend to FCL**

There were no proposed changes to the Administrative Assistant contracted hours at 10 per week, with the flexibility to claim for extra hours should these be needed, agreed between the Clerk and Administrative Officer and authorised by Finance and General Purposes Committee via a Payroll Variation Notice.

The Committee agreed the need for the new permanent Contract to be consistent with other Herstmonceux Parish Council employee contracts.

**Clerk to send all contracts to Cllr Porter**

Terms of the contract – Cllr Porter offered to undertake an initial review of both NALC contract and HPC issued contract to identify any differences. The Personnel Sub-Committee will review Cllr Porter's findings to agree a Recommendation to Herstmonceux FCL for agreement at their February meeting.

**Cllr Porter to provide initial review. Personnel Sub-Committee to agree Recommendations for FCL**

Clare to circulate contracts to Personnel Sub-Committee.

Personnel Sub-Committee highlighted the need to extend the Administration Assistant current contract as up until 22<sup>nd</sup> February 2022.

**Clerk to update contract and circulate**

Pension provision arrangements were discussed. It was confirmed that the current arrangements were to continue but that the Clerk seek to ascertain changes to contribution amounts should any transition from NEST to the LGPS be proposed for the Admin Assistant and Handyman pension provision.

**Clerk and payroll provider**

Once these calculations have been received, the Clerk is requested to further discuss the information with the employees themselves and forward the information to the Finance and General Purposes Committee.

ii Staff annual pay increase

Discussions explored the need for consistency in any pay percentage increase for all staff. It was acknowledged that one way of achieving this could be by moving the Handyman role onto the NJC SCP pay scale banding.

**Clerk to forward Handyman JD to Cllr Porter for his NALC discussions**

Cllr Porter advised he would seek NALC guidance regarding the suitability of the NALC contract and pay-scale levels for non-office-based roles within the Council staff.

The Personnel Sub-Committee agreed to await notification from NALC of new pay scale awards (2021-2022) which had still not been confirmed. It was agreed that staff appraisals be carried out in the meantime, prior to recommending increments for individuals.

**Appraisals to be diarised**

iii Workloads and time management for all staff

Discussions to be taken within staff appraisals.

iv Working Conditions

It was agreed that the office storage / furniture and layout be revised to allow for a more efficient working space. Purchase of new office furniture may be necessary. Additional hours may be needed to be worked by office staff to facilitate the changes and identify any files for archiving and transporting to Lewes.

**Office staff to diarise**

Purchase of a portable heater was agreed.

**Office staff to purchase**

v Councillor Induction

The drafted Induction Pack is to be forwarded to Cllr Porter for his preliminary review, prior to circulating to Personnel for their comments. The pack would provide information additional to any new Councillor Courses run by ESALC.

**Cllr Porter**

vi Staff Professional Development

Discussion are to be continued within supervisions and appraisals to identify any gaps in knowledge and appropriate areas of interest for all staff continued professional development.

**Cllr Porter and Clerk**

Review appraisal system to ensure fit for purpose.

5.

PerSub\_22.02.05

**CLOSE OF MEETING**

**The meeting closed at 12.06pm**

**Next Meeting date 8<sup>th</sup> March 2022**