

MINUTES

HERSTMONCEUX PARISH COUNCIL PERSONNEL SUB-COMMITTEE
Tuesday 8th March 2022, 6.00pm
Village Information Centre

Councillors in attendance: Jo Angear; Graham Lee; Nick Porter; Ian Stewart

Ex-Officio – None

Clerk/RFO in attendance – Clare Harrison

Members of the Public - 0

No	Agenda Item	Action
1. PerSub_22.03.01	APOLOGIES FOR ABSENCE The meeting opened at There were no apologies.	
2. PerSub_22.03.02	DECLARATIONS OF MEMBERS' INTERESTS There were no interests specific to this agenda.	
3. PerSub_22.03.03	PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS No members of the public were present. No questions submitted.	
4. PerSub_22.03.04	PERSONNEL ITEMS <i>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</i> There were no members of the public present i Matters Arising from Previous Minutes Administration Assistant Contract – AGREED to offer as a permanent role. The Administration Assistant's previous contract was extended to 22.02.2022 to cover the period of the temporary contract to the issue of agreed permanent contract. Terms of the Contract – consistency with 'other'. The Administration Assistant and the Handyperson Contract are issued under the same T&Cs. Pension Provision – LGPS info now obtained, to be circulated for next Personnel Meeting. Handyperson Job Description / Job Evaluation – a report had been requested by Cllr Porter with an ESALC recommended external job evaluation assessor (David Carden). This had been circulated to all Councillors with an accompanying 'Decision Paper', written by Cllr Porter. ii Handy Person Contract – Update The Clerk noted that the meeting had not so far been recorded. The meeting began recording at 18.17.	Clerk - Contract issue

Following in-depth discussions, Cllr Porter reminded all that the job evaluation was based on The Handyperson's Job Description on the documentation provided. Following the independent assessment, The Assessor's recommendation was as follows:

Recommendation:

The recommended grade for this post is SCP 5 to 10.

The above recommendation for setting of an hourly rate for the Parish Council Handyperson to be consistent with points 5-10 on the SCP was **Proposed** by Cllr Porter.

Cllr Stewart made a **Counter Proposal** – to retain the Parish Council Handyperson on current locally based contract and for setting of an hourly rate for the Parish Council Handyperson to be consistent with points 5-10 on the SCP, with a starting hourly rate at [REDACTED].
Seconded Cllr Porter.

Cllr Porter **Proposed** that the HPC Personnel Committee recommend to HPC Full Council, via the HPC Finance & General Purpose Committee, that the review is adopted, the pay scale implemented, and any back-pay is awarded to compensate for previous under-payment of the role, if there is any, and that the underpayment, if any, be assessed as below:

End probation term SCP 5

End of year 1 SCP 6

End of year 2 SCP 7

There was no seconder to Cllr Porter's proposal.

Cllr Stewart **Proposed** – to retain The Parish Council Handyperson on their current locally based contract and for setting of an hourly rate for the Parish Council Handyperson to be consistent with points 5-10 on the SCP, with a starting hourly rate at [REDACTED] 01.04.2022 - 31.03.2023 and each year to be revised at Personnel Sub-Committee for any scale progression to be consistent to the next SCP hourly rate for the given year. Seconded Cllr Angear. Cllr Lee **in favour**.
Councillor Porter **objected** to this proposal. **Recommendation to Full Council.**

The Clerk had prepared a Paper for the Personnel Sub Committee Meeting proposing that the Administration Assistant Contract terms and conditions be brought in line with those proposed for the Handyperson. Due to the decision making above at 4ii, no further changes to the Administration Assistant Contract were regarded to be necessary for later discussion, other than those already agreed.

- iii National Joint Council for Local Government Services -
National Pay Award April 2021

Now received and noted.

The setting of an hourly rate for the Parish Council Administration Assistant's starting rate was consistent with points 5 on the SCP for 2020. In retaining that consistency to the SCP for 2020/21 and 2022, Cllr Stewart **Proposed** that missed end of probation pay review for the Administrative Officer, as per their contract terms clause 9.2, be increased to an hourly rate of [REDACTED] from 20th January 2021 to 31st March 2021. The annual revision of the Administration Assistant's hourly rate to remain consistent with the scale progression and consistent to the next SCP hourly rate for the given year was

Proposed by Cllr Stewart as [REDACTED] as from 1st April 2022.
Seconded Cllr Lee. **All in favour.**

iv Action Log
Not discussed.

v Staff Annual Leave at Year End, 2021 – 2022. Personnel
Sub-Committee Options and Staff Preferences
The Personnel Sub-Committee approved the Clerk's request to carry
over 20 hrs to the next Annual Leave year. **Recommended** to Full
Council for **Approval.**

5.
PerSub_22.03.05

CLOSE OF MEETING

The meeting closed at 19.07

Next Meeting date 12th April 2022