

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden
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16th June 2022

Dear Councillor

You are hereby summoned to attend a meeting of the Personnel Committee to be held on **WEDNESDAY 22nd June 2022** commencing at **10.15 a.m.** at **Hartley Library**, or at the conclusion of the meeting of the Planning Committee, whichever is later.

Yours sincerely

Helen Boden

Helen Boden
Proper Officer

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.

AGENDA

1. Election of Chairman

To elect a Chairman of the Personnel Committee until the Annual Meeting of the Council in May 2023.

2. Apologies

To receive apologies for absence.

3. Declarations of Interest

To receive Members' declarations of interest not already included on their Register of Interests.

4. Minutes (WHITE)

To approve the minutes of the meeting of the Personnel Committee held on 30th September 2020, as a correct record. (Annexed).

Pursuant to Standing Order 3 (e), if any member of the public is present at the meeting the Chairman will invite members of the public to express an interest should they wish to make representations, answer questions or give evidence in respect of any item of business included in the agenda.

5. Terms of Reference (CREAM)

To review the Terms of Reference for the Personnel Committee as approved by the Council on 9th May 2022. (Annexed)

Background document

Terms of Reference approved 9th May 2022

Pursuant to Standing Order 3 (d) the public will be excluded from the meeting during consideration of agenda item 6, Staff, due to the confidential nature of the business to be transacted relating to staff matters.

6. Staff (YELLOW)

a) To approve the staff appraisals which took place on Wednesday 8th June 2022 and to consider any employee comments. (Previously circulated).

b) To approve the revised job descriptions for the Clerk and Assistant Clerk, as proposed at the staff appraisal meeting held on 8th June 2022. (Annexed).

7. Salary Scales (GREEN)

To consider the new pay scales agreed by the National Joint Council for Local Government Services (NJC) for 2021 - 22, to be implemented from 1st April 2021. (Annexed).

List of circulated documents

1. Minutes of the Personnel Committee meeting held on 30th September 2020. **(WHITE)**.
2. Terms of Reference approved 9th May 2022. **(CREAM)**.
3. Staff Appraisals dated 8th June 2022. **CONFIDENTIAL (YELLOW)**.
4. Revised job descriptions for the Clerk and Assistant Clerk. **(YELLOW)**.
5. National Salary Award 2021-22. **(GREEN)**.