

CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE
PARISH CLERK
THE WILLOW CENTRE
CRINGLEFORD
NORWICH NR4 7JJ

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PERSONNEL COMMITTEE

Notes of the Meeting of the Personnel Committee held on Tuesday 11 October 2022 at 12.30pm at The Willow Centre, 1-13 Willowcroft Way, Cringleford, NR4 7JJ.

Attendees:-

Trevor Wang, Dagmar Miller, Christina Fielding

In attendance - Sonya Blythe (Parish Clerk).

1 To elect a Chairman for the meeting

Actions

TW was elected as Chairman for the meeting.

2 Apologies for Absence / Declaration of interest.

Apologies were received and accepted from Helen Simmons

No declarations of interest were made.

3 To approve the minutes of the last meeting from 12 August 2022

The minutes of the previous meeting were agreed as an accurate record of the last meeting and approved.

4 To consider matters arising

TW noted that he had completed his action regarding evaluation methods for the Assistant Clerk role.

5 To consider a flu vaccination plan for staff

The Clerk proposed that staff be offered a funded winter jab each year, to save staff absences and sickness cover payments. For winter 22/23 staff would be required to pay for the vaccination and then be given a refund via their salary on production of a receipt. For future years the Clerk would try to join a voucher scheme which would allow pre-payment and a reduced rate. This was agreed.

Staff to be advised Clerk

6 To receive any other matters for information only

None raised.

7 To consider excluding the public due to the confidential nature of the following business, under The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2).

It was agreed to exclude the public from the following items.

8 To consider a comparison report relating to the Assistant Clerk's current grade

TW presented a job evaluation sheet which had been completed for the Assistant Clerk role. He had spoken with the National Association of Local Councils who had advised that the formula was a guideline and discretion could be used.

The role was currently graded at SCP 18. Taking the evaluation into account, Councillors agreed that the role should be re-graded to SCP 22, backdated to 1 October 2022.

Councillors also agreed that in 2023 or 2024 the job description (along with the Clerk and Caretaker job descriptions) could be updated to include staff management of caretakers and management of the forthcoming allotments. This would increase the salary an additional two scale points, to SCP24. Clerk to advise current post holder.

Clerk

9 To consider a confidential matter regarding a staff member and potential related implications

Councillors were asked to clarify staff contracts in respect of maternity and paternity leave, due to some confusion around the wording. Following consideration it was agreed that the National Joint Council for Local Government Services National Agreement, (known as Green Book) legislation applied to this section of the contract, as it did to all other sections. The Clerk would write to all staff to clarify this.

Clerk

Councillors considered whether a maternity / paternity policy was required for staff. It was agreed that a policy was not required as the terms of maternity and paternity leave were laid out in staff contracts and the handbook, subject to the clarification above.

In response to a question regarding an improvement to Green Book maternity terms, it was felt that this would necessitate all contracts being re-written as one section could not be looked at separately. This was considered to be unnecessary as Green Book terms were clear and generous and kept the Council in line with other organisations.

Meeting closed at 13.10