

# KESSINGLAND PARISH COUNCIL



## Minutes of the **Personnel Committee Meeting** held at 2pm Monday 26<sup>th</sup> June 2023 in the Council Chamber, Marram Green

**Members present:** Cllrs C. Cook, I. Graham (Chair), A Green & S. James  
**Other Cllrs in attendance:** None  
**Others present:** None  
**Clerk to the Meeting:** N. Coleby (Parish Clerk)

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### 1. Election of Chair

1.1. Cllr Graham proposed Cllr Green as Chair, this was seconded by Cllr Cook with all in favour.

### 2. Chair's welcome & housekeeping

2.1 Cllr Green welcomed the committee and explained the meeting protocol.

### 3. Election of Vice-Chair

3.1 Despite being unable to attend this meeting Cllr Boyle had expressed his interest in becoming Vice-Chair of this committee. Cllr Green proposed that Cllr Boyle is elected as Vice-Chair, this was seconded by Cllr James with all in favour.

### 4. Apologies for absence.

4.1 Apologies were received from Cllrs Boyle and Carter. Cllr Graham proposed acceptance of the apologies. This was seconded by Cllr James with all in favour.

### 5. Declarations of Interest.

5.1 There were no Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the agenda.

### 6. Minutes of the previous meeting.

6.1 Cllr Cook proposed acceptance of the minutes from the previous meeting that was held on 15<sup>th</sup> February 2023. This was seconded by Cllr James with all in favour.

### 7. Public participation.

7.1. There were no members of the public present.

## 8. Governance Matters.

- 8.1 Councillors considered the committee's Terms of Reference. Cllr Graham proposed acceptance, which was seconded by Cllr Cook with all in favour.
- 8.1. Councillors considered the scheduled meetings for 2023-24 and were happy to accept them.

## 9. Staffing Matters

- 9.1. This matter was dealt with in confidential session due to the personal nature of the matter.
- 9.2. It This matter was dealt with in confidential session due to the personal nature of the matter.
- 9.3. It was agreed that this matter would be considered as part of the annual appraisal period in September.
- 9.4. This matter was dealt with in confidential session due to the personal nature of the matter.
- 9.5. The Clerk informed the committee that at this time the pay talks are in deadlock and a new ballot is currently underway for industrial action by Union and Unite with the GMB already having concluded their ballot. The initial main pay claim from the union side was an RPI increase +2%. The employers side have made a final offer for a second year not to give a percentage increase to all staff but to give straight across the board increase of £1,925 on the annual salary. All there other smaller terms and conditions requests were ruled off the table by the employers side. When there is an update or settlement then the Clerk will notify the council.

## 10. Training

- 10.1. This matter was dealt with in confidential session due to the personal nature of the matter.
- 10.2. This matter was dealt with in confidential session due to the personal nature of the matter.
- 10.3. The Clerk informed the committee that SALC were devising a new course that the newly co-opted councillors could enroll on that is split over two sessions and that there may be more specialised training they could undertake later on should they wish to. There may also be a planning training course for councillors to take along with the Deputy Clerk should they want to refresh and expand on their knowledge regarding planning matters.

## 11. Date of next meeting.

- 11.1. It was noted that the next ordinary meeting of the committee is scheduled for the 2pm on Monday 2<sup>nd</sup> October 2023.

## 12. Items for the next agenda.

- 12.1. It was noted that the last date for submitting items for the agenda to the Clerk is 5pm on Thursday 21<sup>st</sup> September 2023.

## 13. Exclusion of the Press & Public.

Cllr Green proposed that in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 (Sections 100 and 102), the public and press be excluded for the remaining items of business due to the confidential nature of the business to be transacted including contractual and personnel related matters. This was seconded by Cllr James with all in favour.

- 13.1. The successful completion of a member of staffs probation was noted and it was agreed to make their contract permanent.
  - 13.2. The progress on staff progression regarding the CiLCA was discussed.
  - 13.3. Staff training matters were discussed.
  - 13.4. It was agreed that the Personnel committee would support the Youth sub-committee with regard to recruitment of a second Youth Leader and volunteers for the youth club..
  - 13.5. It was agreed that this matter would be considered as part of the annual appraisal period in September.
  - 13.6. The committee discussed the possibility of obtaining funding for improved protective clothing, equipment and training for village volunteers.
14. **Close of meeting.**  
The meeting closed at 14.45pm.