

# Tickton & Routh Parish Council

## Personnel Committee

Minutes of the Personnel Committee held virtually on Monday 7 December 2020 via Zoom.

**Present:** Chair: Councillor N Walker  
Councillors: Oliver & Riley

**Apologies** None received

**Absent:** Councillor Lenton

**Public:** No members of the public attended

**Minute Taker** Mrs M Middleton - Clerk

1/20	<b>APOLOGIES</b> – None recorded.
2/20	<b>DECLARATION OF INTEREST</b> None declared.
3/20	<b>MINUTES</b> <b><u>Resolved:</u></b> The minutes of the meeting of the 17 June 2019 were approved as an accurate record.
	Having regard to the confidential nature of the business to be transacted, the meeting is closed to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.
4/20	<b>REVIEW OF EMPLOYEE SALARIES</b> <b><u>Recommendation to Full Council:</u></b> <b>To approve the following salaries to commence the 1 April 2021;</b> <b>a) Clerk – NJC Scale Point 15</b> <b>b) Handyman – NJC Scale Point 5</b> <b>c) 2021-22 NJC National Salary Award</b>
5/20	<b>ANNUAL LEAVE</b> Due to the Coronavirus pandemic the Clerk has been unable to take leave as normal. The Committee agreed to meet in March 2021 to review any outstanding leave. <b><u>Recommendation to Full Council:</u></b> <b>To approve cover arrangements whilst Clerk is on annual leave including;</b> <b>a) to set up an email auto-reply directing urgent messages to a designated mobile number.</b> <b>b) the planning committee to check ERYC portal for any new applications and share with members.</b>
6/20	There being no further business the meeting closed at 7:35 pm. The next meeting of the Personnel Committee to be held on Monday 8 March 2021 at 7:30pm.

**The Minutes were approved as an accurate record at the meeting held on 8 March 2021.**