

Tickton & Routh Parish Council

www.ticktonandrouth.org.uk

Parish Clerk
Michelle Middleton

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Dear Councillors

3 March 2021

You are summoned to attend a meeting of Tickton & Routh Parish Council **Personnel Committee**, which will be held remotely via Zoom in line with the temporary powers enabled by Section 78 of the Coronavirus 2020 Act, on **Monday 8 March 2021** to commence at 7:00pm.

Members of the Public who wish to attend the meeting must email the Clerk to the Council by 4pm Friday 5 March 2021 to request the link.

Michelle Middleton

Michelle Middleton (Clerk to the Council)

AGENDA

1. **Apologies:** To receive and approve any apologies for absence.
2. **Minutes:** To confirm that the minutes of the meeting of 7 December 2020 are a true and correct record
3. **Declaration of Interests:** To note any pecuniary and non-pecuniary interests in respect of items on this agenda and the nature of those interests.

Having regard to the confidential nature of the business to be transacted, the meeting is now closed to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

4. **Clerk's Update**
5. **NJC Minimum Annual Leave:** To consider amendment to Parish Clerk's terms and conditions due to NJC (National Joint Council for Local Government Services) change in regulations:
"From April 2020, the NJC minimum leave is 22 days (25 days after 5 years) plus 8 public holidays plus 2 extra statutory days."
6. **Annual Leave:** To consider amendment to Parish Clerk's terms and conditions to include;
Model NALC Contract 2011 Clause '15.5 Annual leave must be taken at times agreed with the Council. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of the Council.'
7. **Annual Leave 2020-21:** To consider that the Parish Clerk
 - a) due to exception circumstances, carry forward any remaining annual leave as of 31 March 2021 to be taken within 2 years - link to [Government Guidance during Covid-19](#) **OR**
 - b) carry forward up to 5 days' leave dependant on Committee recommendation to Agenda item 5.
8. **Recommendations to Council**
9. **Date of Next Meeting:** To be agreed

List of Members: Cllr R Lenton Cllr C Oliver Cllr D Riley Cllr N Walker