

Tickton & Routh Parish Council

Personnel Committee

Minutes of the Personnel Committee held virtually on Monday 8 March 2021 held remotely via Zoom in line with the temporary powers enabled by Section 78 of the Coronavirus 2020 Act.

Present:	Chair: Councillor N Walker Councillors: Lenton; Oliver & Riley
Apologies	None received
Absent:	None
Public:	No members of the public attended
Minute Taker	Mrs M Middleton - Clerk

1/21	APOLOGIES – None recorded.
2/21	DECLARATION OF INTEREST None declared.
3/21	MINUTES <u>Resolved:</u> The minutes of the meeting of the 7 December 2020 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.
4/21	CLERK'S UPDATE Due to a change in circumstance the Clerk will not be available during the day on a Monday from 24 May 2021 onwards and a Tuesday from 25 May to 20 July 2021 inclusive.
5/21	ANNUAL LEAVE The Committee considered; 1. An amendment to the Clerk's terms and conditions as detailed in the recommendation below. 2. Annual leave 2020-21
6/21	RECOMMENDATIONS TO FULL COUNCIL 1. To consider amendment to 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." 2. To consider amendment to 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.' 3. To approve 5 days' leave to be taken before 31 March 2021. 4. To consider carry forward of 5 days' leave and due to exceptional circumstances to financially reimburse the balance of 8 day's leave (24 hours) remaining in 2020-21.
7/21	There being no further business the meeting closed at 7:55 pm. The next meeting of the Personnel Committee to be held in October 2021 at 7:30pm.

The Minutes were signed as an accurate record at the meeting held on the 16 May 2022.