



Minutes of the **Personnel Committee Meeting** of Tickton & Routh Parish Council held on **Monday, 18 November 2024** at 7:10 pm held in Tickton Village Hall, Main Street, Tickton.

Present: Councillors: Vickers (in the Chair); Hall & Oliver

In Attendance: The Clerk, Mrs Michelle Middleton

Apologies: None

Absent: Councillor Dickson

Public: None

010/24 **APOLOGIES** - To receive apologies for absence.
None received.

011/24 **DECLARATION OF INTEREST** – The Parish Councils (Model Code of Conduct)
To record any declarations of interest by any Member in respect of items for discussion on this agenda.
Members declaring interests should identify the agenda item and type of interest being declared.
None received.

012/24 **MINUTES**
To approve the minutes of the Personnel Committee meeting held on 21 October 2024.
RESOLVED: The minutes of the Parish Council meeting held on 21 October 2024 were approved as a true and correct record.

013/24 **PRIVATE SESSION (PART II)** - To consider resolving to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) for the next item(s) on the agenda as it relates to confidential or staffing matters.
RESOLVED: Approved.

014/24 **ANNUAL APPRAISALS** – To receive update from Cllr Oliver and agree any recommendation to full council.
Cllr Oliver attended the ERNLLCA appraisal training and reported on the recommendation to review job descriptions with employees prior to undertaking appraisals.
RESOLVED: To undertake a review of job descriptions and any documentation to support staff appraisals after the Annual Council meeting in May 2025.

015/24 **SEXUAL HARASSMENT IN THE WORKPLACE POLICY & PROCEDURE** – To agree to defer and to note at the full council meeting.
RESOLVED: The Committee agreed to defer drafting the Sexual Harassment Policy and Procedure.

016/24 **PERFORMANCE REVIEW** - To consider the Clerks performance in line with Contract (Clause 5. II.) and to inform agenda item 8.
The Committee noted the NJC National Pay Award 2024/25, backdated to 1st April 2024.
The Clerk left the room.
The Committee considered performance in line with Contract.

017/24 **REVIEW OF EMPLOYEE SALARIES 2025/26** - To consider and agree recommended changes for approval by the Parish Council in preparation for preparing the budget.

RECOMMENDATION: To commence on 1 April 2025

Clerk – NJC Scale Point 19 plus NJC National Pay Award

Handyman – NJC Scale Point 7 plus NJC National Pay Award

The Clerk returned to the room.

018/24 **DATE OF NEXT MEETING(s):** The Personnel Committee Meeting to be arranged as required.

The Minutes were approved and signed at the meeting held on the 20 October 2025.