

HATFIELD PEVEREL PARISH COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING

HELD ON MONDAY 2ND DECEMBER 2019 at 7.00PM

IN MEETING ROOM 2 AT THE VILLAGE HALL

Present: Cllr K Gallifant
Cllr T Munt
Cllr M Weale
Cllr M Elliston
Cllr D Wallace

19/P10 Apologies for Absence

Apology for absence received from Cllr Dervish.

19/P11 Minutes

The Minutes of the Personnel Committee meeting held on 1st July 2019 were agreed as a correct record and will be signed by the Chairman outside of the meeting.

19/P12 Declarations of Interest

None were declared.

19/P13 Public Participation Session

No members of the public were present.

19/P14 Review of Confidential Report dated 27.11.19

It was noted that the Clerk's role has changed substantially since she was appointed. **IT WAS RESOLVED THAT** the Parish Council Clerk's role will be upgraded to LC3 with a starting spinal point of 35. This is to take effect from 2nd December 2019. The meeting noted that the Clerk would not be entitled to a further increase until April 2021.

19/P15 Other Personnel Matters

IT WAS RESOLVED THAT the Parish Council to agree with the Clerk's request to work 20 hours per week over four days, as opposed to over five days, on a permanent basis.

IT WAS RESOLVED THAT the Parish Council to agree that the Clerk can have a flexible start time all year with agreed 'core hours' of 9:00 to 13:00 (subject to burial ground duties as per contract).

IT WAS RESOLVED THAT the Parish Council to agree that the Clerk can carry over 13 hours of annual leave from 2019 into 2020. The meeting noted that 10 hours will be used on the 2nd and 3rd January 2020, thus leaving 3 hours to carry forward into 2020.

Meeting closed at 7.25pm