

GOXHILL PARISH COUNCIL PERSONNEL COMMITTEE

Hannah Hepworth
Parish Rooms
Howe Lane
Goxhill, North Lincolnshire
DN19 7HS

Telephone: 07908833239
Email: goxhillparishcouncil@gmail.com
Website: www.goxhillparishcouncil.co.uk

Dear Councillor,

17th January 2025

You are summonsed to attend the **Personnel Committee Meeting** of **Goxhill Parish Council** to be held on **Thursday 23rd January 2025, commencing 19:30** at **Goxhill Parish Rooms (Library Building)**

The business of the meeting is detailed below, please contact the Proper Officer prior to the meeting to offer your apologies if you are unable to attend.

This meeting is not open to members of the public and only Personnel Committee Members can attend.

Yours faithfully

Hannah Hepworth

AGENDA

- P2501/1 **Apologies**
Apologies for absence, if any
- P2501/2 **Declarations of interests / dispensations**
a. Declarations of Interests, in respect to agenda items to be made and recorded in the minutes even if an interest has been declared on the register.
COUNCILLORS MUST DECLARE ANY AMENDMENT TO PECUNIARY INTERESTS WITHIN 28 DAYS
b. For the Council to note any dispensations presented to the clerk prior to the meeting and their resolution.
- P2501/3 **Minute Approval**
To approve the minutes from the last Personnel Committee meeting(s)
- P2501/4 **Restrictions**
To note that only members of the Personnel Committee may attend meetings unless specifically summoned
- P2501/5 **Pay**
a) To note the scale point recommended by the Committee and the reasoning behind this
b) To agree the date this pay is to commence and back pay to be authorised (if any)
c) To agree what will be presented to GPC in the February meeting
- P2501/6 **Overtime and mileage claim**
a) To discuss the contractual requirements for expenses, leave, overtime and time in lieu as stated in the Clerk's signed contract
b) To discuss and agree the payment of the Clerk's overtime and how this will be authorised
c) To discuss and agree the payments of the Clerk's mileage claims
d) To discuss and agree what mileage can be claimed going forward
e) To discuss and agree the 20% weekly time agreed as allocated for CILCA in February 2024 for the duration of the course and the fact that this has not materialised and the actions required as a result of this
f) To discuss the time in Lieu for 3 hours of Annual Leave on 24th December 2024
g) To discuss the contractual requirements for expenses, leave, overtime and time in lieu
- P2501/7 **Annual Leave**
To approve the Clerk's Annual Leave request for 2025
- P2501/8 **Review of previous actions**

- i) To receive an update on the recording of meetings
- ii) To receive an update of the signing in / out book
- iii) To receive an update on the answer machine / diversion of calls
- iv) To discuss the requirement for Lengthsman and Cleaner appraisals
- v) To receive clarity on the role of the Chair of the Personnel Committee and the expectation of committees
- vi) To receive an update on forms and templates for the Appraisal Policy
- vii) To receive an update on the support received from Cllr Kirwan and Cllr Favell
- viii) To receive and update from Clerk's restrictions to public / councillors and the amount of time this has created
- ix) To discuss increased frequency of Clerk's appraisals
- x) To receive an update on the impact of the new routine of reduced access to the clerk

P2501/09 **Grievance Committee**

The committee to consider the formation of a three member grievance committee

P2501/10 **Agenda for next and future meetings**

To take note of any items for the next or future agenda.

P2501/11 **Date of next meeting**

To confirm the date, time and location of the next meeting(s) as (subject to any change in circumstances)