

OVERSTRAND PARISH COUNCIL

MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON FRIDAY 12 JULY 2024 IN THE PARISH HALL

Present: Cllrs E Newcombe, R Smith and B Stratton

Members of Public: - 0 **Minutes taken by:** Kelly Batterham

1. Election of Chairman

Cllr Newcombe proposed Cllr Smith to be appointed as Employment Committee Chairman, seconded by Cllr Stratton. It was agreed. Cllr Smith accepted the appointment.

2. To receive Apologies for absence

All Committee members were present.

3. Declarations of Interest and Requests for Dispensations

None on this occasion.

4. Minutes of Previous Meetings

- 4.1 Member agreed the Minutes of the Employment Committee meeting held on 22 December 2022 as agreed at Full Council on 4 January 2023.

5. Public Participation

Nobody wished to speak on this occasion.

6. The Greenbook – National agreement on pay and conditions

Following discussion, it was agreed to recommend to Full Council that the Greenbook – National agreement on pay and conditions is adopted and followed.

7. Policies

- 7.1 It was agreed to recommend adoption of the Staff Appraisal Policy to Full Council.
7.2 It was agreed to recommend adoption of the Anti-Harassment and Bullying Policy to Full Council.
7.3 It was agreed to recommend adoption of the Grievance Policy to Full Council.
7.4 It was agreed to recommend adoption of the Disciplinary Policy to Full Council.

8. Employment Section of Standing Orders

- 8.1 It was agreed to recommend amendments to Section 26 of Standing Orders – Matters Affecting Council Employees to Full Council. It was agreed to recommend a small amendment to the Employment Committee Terms of Reference in conjunction with the changes to Standing Orders to Full Council.

9. Exclusion of the Press and Public

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded during the discussion of CONFIDENTIAL employment matters.

- 9.1 The Staff Appraisal report was agreed and shall be reported to Full Council at the next meeting.

The Clerk left the Meeting at this point to enable a free discussion of item 9.2 regarding the annual increment to the Clerk's salary

- 9.2 The members of the Employment Committee considered the annual increment to the Clerk's salary. With due regard to both the Clerk's contract and the recent appraisal of the Clerk's work over the past year, it was agreed that the Committee would propose to Full Council that the Clerk should receive an increment to her salary moving her to SCP27 with effect from 1 August 2024.

There being no further business the Chairman closed the meeting at 12.40pm.

Chairman..... Date.....