

# GOSFIELD PARISH COUNCIL

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Due to the Coronavirus and Government advice  
this virtual meeting was held by Microsoft Teams

## MINUTES

### Of Personnel Committee held on 26 March 2021

#### **Present:**

CLlr Bob Waters  
CLlr Tricia Edwards  
CLlr Mark Bloomfield

This meeting was audio recorded by Cllr Bloomfield.

#### **21/046, Welcome and Apologies for Absence**

The Chairman welcomed everyone to the meeting. There were no apologies for absence.

#### **21/047, Declarations of Interest**

There were no declarations of interest.

#### **21/048, To exclude the press and public**

As there were no members of the public present, no vote was taken.

#### **21/049, Staff Appraisals**

The Clerk had previously confirmed that she had carried out staff appraisals and there were no issues to raise. It was agreed investigate whether there was a risk assessment required for the litter picker.

#### **21/050, Clerk's Appraisal**

Those present confirmed they were happy with the Clerk's performance. It was suggested that, as stated in the Contracts of Employment that are used by the parish council, that consideration be given to formulating a Health & Safety at Work policy & an Equal Opportunities Policy. It was further suggested that the compiling of these policies was a low priority & would be very time consuming. Cllr Bloomfield offered to work on these policies with the Clerk and Cllr Edwards.

#### **21/051, Clerk's Contract of Employment**

1. It was resolved that the Clerk's salary be calculated by reference to Salary Scale LC2 point 17 (currently LC2 point 16). Based on NALC 2020, this would be subject to any backdating required when NALC issue the new pay scales effective 1 April 2021.
2. It was agreed that the current allowance for Clerk expenses was likely to be insufficient. It was also agreed that as a 'fixed sum' the Clerk was liable for income tax on this provision. It was therefore agreed that to remove this 'allowance' from the Clerk's terms of employment to be replaced with an expense budget to reimburse actual expenses. This budget would be made up from the original allowance amount with an increment & would aim to be budget neutral.
3. Pension. The Clerk had advised the Council that that she intended to 'opt out' of the Workplace Pension Scheme. It was agreed that the savings made from no longer having to administer a workplace pension scheme would represent the increment to the Clerk's 'expense budget'. It was also agreed that the Clerk should not be financially penalised for 'opting out' and it would be proposed to the full council that an additional increase of hourly pay be made to cover this.

Signed .....  
Chairman of the Parish Council

Date: 24<sup>th</sup> May 2021