



Scotter Parish Council

The Clerk for the meeting: Kyela Mathieson

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Minutes of the Personnel Committee meeting of Scotter Parish Council held on 17 January 2022, held at Scotter Village Hall.

Parish Councillors Present: Cllr Margaret Armstrong Cllr Alex Johns, Cllr Rachel Hunter

In attendance: K Mathieson – Clerk

Public Participation

In view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public are excluded and they are instructed to withdraw. (The Public Bodies Admission to Meetings) Act 1960 Sec 1 (2))

Clerk opened the meeting at **6.35pm**

Confidential Matters

PER2201/1 To Elect a Chair and Vice Chair of the Personnel Committee
Cllr Armstrong elected Chair – All agreed
Cllr Hunter elected Vice Chair – All agreed

PER2201/2 Acceptance Of Apologies for Absence
Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.
None received – All present

PER2201/3 Declarations of interest Members to declare any interest they may have sin agenda items that accord with the requirements of the relevant authorities. (Disclosable Pecuniary Interests) Regulation 2012 (SI 2012/1464) (NB this does not preclude any later declarations).
Dispensations Council is asked to discuss any written dispensation the clerk may have received from councillors
None received

PER2201/4 To approve the Clerks appraisal conducted by Cllr Hunter and Cllr Armstrong
Approved
Proposed Cllr Johns – All agreed

PER2201/5 To review the contract of employment for the Clerk

**Contract of employment reviewed, working days amended to exclude Fridays and working hours amended to 20 per week. Amended contract signed by Cllr Armstrong.
Proposed Cllr Armstrong – All agreed**

**PER2201/6 To approve CILCA training for the Clerk
Approved
Proposed Cllr Hunter – All agreed**

**PER2201/7 Clerks annual pay review
As per the clerks contract of employment it was approved for the hourly rate to increase by 1 scale point.
Proposed Cllr Armstrong – All agreed**

DRAFT