

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's HR Panel which took place on Monday 7 March 2022 at 7pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Roy Briscoe, Cllr Jane Gould, Cllr Richard Hitchcock, Cllr Nigel Ricketts and Clare Kennett, Clerk to the Parish Council.

Meeting chaired by Cllr Gould. No members of the public were present.

1. Declarations of interest in the items on the agenda: None.

2. Apologies for absence: None.

In accordance with the Local Government Act 1972 Schedule 12, the Council may decide by resolution to exclude the press and public from any part of the meeting under a Section Two item.

Section Two

3. Minutes of the HR Panel held on 4 November 2021: The minutes were agreed to be a true record and were signed as such by the Chair.

4. Updates and issues from the minutes of 4 November 2021:

Item 3: Cllr Hitchcock was voted as Vice-Chair of the Committee, following Ann Pearcey's resignation last year.

Item 5: It was agreed to defer the updating of the Clerk's job description and employment contract to the next meeting.

Item 6: It was agreed to recommend to the Full Council that the national salary award is applied to the Clerk's salary for 2021/22 <https://www.slcc.co.uk/2021-22-national-salary-award/>

5. Personal and Professional Development Review (PPDR): Members noted the completed PPDR, which was carried out on Thursday 27 January, and set a number of targets for the Clerk during the financial year.

4. Sickness absence policy: It was agreed to recommend the sickness absence policy to Full Council for approval.

5. Announcements and items for the next agenda: It was agreed that other HR policies needed to be reviewed, including the grievance policy and complaints policy, and that the Cllr Gould and the Clerk would look into NALC model policies that could be used.

6. Date of next meeting: It was agreed to hold the next meeting on Thursday 20 October at 7pm before the Strategy and Finance Committee.

Meeting closed at 8.40pm.