

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's HR Panel which took place on Thursday 4 November at 7pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Roy Briscoe, Cllr Jane Gould, Cllr Richard Hitchcock, Cllr Ann Pearcey and Clare Kennett, Clerk to the Parish Council

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

1. Election of the Chair of the Panel: Cllr Gould was proposed by Cllr Pearcey and seconded by Cllr Hitchcock. Cllr Gould was elected as Chair.

2. Apologies for absence: None.

3. Election of the Vice-Chair of the Panel: Cllr Pearcey was proposed by Cllr Briscoe and seconded by Cllr Hitchcock. Cllr Pearcey was elected as Vice-Chair.

4. Declarations of interest in the items on the agenda: 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

5. HR documents: It was agreed to update the Clerk's employment contract with the current terms and conditions and to use the latest NALC model template, and to revise the Clerk's job description. It was agreed to complete these for consideration at the next meeting.

6. Clerk's salary: Members agreed to recommend to Full Council a salary increase to NALC SCP 37.

7. HR policies: It was agreed to write a sickness absence policy for consideration at the next HR Panel. <https://www.nalc.gov.uk/members-area/templates>.

8. Personal Performance and Development Review (PPDR): It was agreed to hold the next PPDR in January 2022 for consideration at the next meeting.

9. Announcements and items for the next agenda: None.

10. Date of next meeting: It was agreed to hold the next meeting on Thursday 17 February 2022.

Meeting closed at 8.05pm.