

MINUTES OF THE EXTRAORDINARY MEETING OF THE HR COMMITTEE OF WATER ORTON PARISH COUNCIL

held on Thursday 1st December 2022 at 7.00pm at the Pavilion, Open Field Croft.

Present: Cllr. B O'Meara (Chair), Cllr. F. Freeman, Cllr. W. Rees.

Guests in Attendance: Cllr. S. Stuart (left from HR22/10 due to closed session)

Public in Attendance: 0

Minute Taker & Clerk: Kate Clover, clerkwopc@gmail.com

HR22/08. Apologies: Cllr C O'Meara

HR22/09. Declarations of Interest and Dispensations: None

HR22/10. Closed Session: It was RESOLVED to move into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the sensitive nature of business to be discussed for items HR22/11 to HR22/14.

HR22/11. Appointment of New Clerk: It was noted that following the interviews on 16th November the HR Committee formally appointed Kate Clover as the Parish Clerk with effect from 21st November 2022 and the salary was agreed at SCP35 in line with the SLCC Job Evaluation Sheet for 18 hours per week. If the workload becomes untenable within 18 hours, Clerk to liaise with Chair of the Council and refer to HR Committee to discuss job remit and review hours. It was RESOLVED to recommend this appointment to full Council for ratification.

HR22/12. Amendments to Staffing Contracts and Employee Handbooks: It was RESOLVED for the Clerk to notify Croner of the necessary amendments to the staffing contracts for them to be brought back in line with the SLCC/NALC contracts as recommended in the confidential report.

HR22/13. Staffing Cost Review: It was RESOLVED to approve the pay review backdated to 1st April 2022 in line with the NJC Payscales for SCP1 and to move any staff on SCP1 to SCP2 effective from 1st April 2023 in line with recommendations from the NJC.

HR22/14. Legal Agreement: It was RESOLVED to recommend to full Council to approve and sign the agreement.

There being no further business the Chairman declared the meeting closed at 19:40

..... Signed

..... Date