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MINUTES of a meeting of the Personnel sub-committee held on Friday 13 March 2020 at 12 noon in the Mountfitchet Exchange, Crafton Green, 72 Chapel Hill, Stansted Mountfitchet, Essex

**PRESENT:** Cllr F Richards (Chairman), Cllrs A Barnes, M Caton and J O’Brien

**ATTENDING:** Mrs R Clifford - Clerk to the Council

**323 APOLOGIES FOR ABSENCE** - None

**324 DECLARATIONS OF INTEREST -** None

**325 MINUTES**

 The minutes of the meeting held on 3 March are yet to be approved by Full Council.

**326 SALARY REVIEWS**

Updated appraisals for all staff had been circulated to the sub-committee members ahead of the meeting. The Clerk reminded members that

* the Council has approved an increase of up to 2% across the salaries budget for 2020-21.
* The Clerk is paid in line with the NJC Scales published by NALC but the scales effective from 1 April 2020 have not yet been received.
* The Living Wage will increase from £8.21 to £8.72 per hour from 1 April 2020.

The staff appraisals were then discussed in detail, after which Cllr Richards proposed the following

**RESOLUTION** that staff salary awards, as detailed in the confidential notes to these minutes, be made effective from 1 April 2020. The proposals fall within the approved salary budget for 2020-21.

Seconded by Cllr Caton and unanimously agreed.

Cllr O’Brien noted that the Council has always erred on the side of caution and tends to slightly over-budget across all headings. One salary budget code was identified as being a little low and Cllr Richards therefore proposed the following

**RECOMMENDATION** that the Council considers increasing the budget for 2020/21 under code 4002 from £22,137 to £23,000, the difference of £863 to be covered by the free reserve.

Seconded by Cllr Caton and unanimously agreed.

**327 JOB DESCRIPTIONS**

Ruth had sent some example job descriptions for each of the proposed staff positions to Fran for consideration – these had been taken from the NALC website and other local

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council job advertisements. Fran will look at these and amend to tailor them to the Council’s own requirements and then circulate to all for consideration ahead of the next meeting.

**328 DATE OF NEXT MEETING**

24 March 2020, 7.30pm. (postponed due to Covid-19)