



EMERSONS GREEN  
TOWN COUNCIL

## Minutes of a Meeting of the Personnel Committee

1 April 2021

**Present:** Councillors C Johnson (Chairman), R Nichols, D Somers and J Dowling

**Absent:** Councillor S Al Hassan

**Attendees:** Kath MacConnachie (Town Clerk)

45. **Apologies**

There were no apologies for absence.

46. **Declarations of interest under the Localism Act 2011**

There were no declarations of interest.

47. **Minutes of 24 September 2020**

It was **Resolved** that the minutes of 24 September 2020 were a true and accurate record of the meeting. There were no actions outstanding from these minutes.

48. **To pass a resolution to exclude members of the public and press for agenda item 5, due to the CONFIDENTIAL and SENSITIVE nature of the business to be transacted**

It was **Resolved** to exclude members of the public and press for agenda item 5, due to the confidential nature (staff performance) of the business to be transacted.

49. **Staff remuneration 2021/22**

It was **Resolved** to increase the pay points for both Assistant Clerks by two increments.

In line with the provisions of the Pay, Rewards and Recognition Scheme, it was **Resolved** to award one day's non-accruable additional leave to the Assistant Clerks for the 2021/22.

**Action:** Clerk

50. **Job Descriptions for the Assistant Clerks**

It was Resolved that the Clerk should revise the job descriptions for the Assistant Clerks and proceed to get these externally graded, hopefully by ALCA/NALC.

**Action:** Clerk

51. **Appraisal Policy**

It was **Resolved** the Appraisal Policy was approved, subject to streamlining of the appraisal form appendix, at the discretion of the Clerk.

**Action:** Clerk

52. **Items to report from members**

There were no items to report from members.

53. **Date of next meeting:** TBC

DRAFT