

CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the Personnel Committee held on
9 November 2022 at 10.30am
Held in the Annexe of the Town Hall, Chapel-en-le-Frith**

Present: Councillors M Barton, M Chantler, I DePee, N Hill and S Young.

In Attendance: Mrs S Stockdale – Clerk of the Council.

Apologies: None.

23/360 Declaration of Interests

None.

23/361 Minutes of the Meeting held on 19 October 2022

Minutes numbered 23/321 to 23/325 were presented.

RESOLVED: That the Chairman of the committee be authorised to sign the Minutes as being a true and correct record.

23/362 Matters Arising from the Minutes

It was agreed that the Committee would consider the NALC Councillor/Member protocol at the next meeting.

23/362 Grievance Policy

The Policy was reviewed and no amendments were made.

23/363 Complaints Policy

The Policy was reviewed and no amendments were made.

23/364 To resolve to exclude the press and members of the public under the Public Bodies (Admission to Meetings) Act 1960 Member/Officer Communication Protocol

All staff job descriptions have been updated apart from the Clerk and Assistant Clerk.

RESOLVED: That the DALC HR advisor be asked to review and update the Clerk and Assistant Clerk job descriptions.

If any staff leave post then the job description for the post will be reviewed prior to advertising the position.

RESOLVED: That the contracts of employment as updated by the DALC HR advisor are issued to staff.

RESOLVED: That following the national pay award settlement the DALC HR Advisor be asked to review the spinal pay grades against the updated staff job descriptions.
That the Chairman of the Council and the Chairman of the Personnel Committee are nominated at the DALC point of contact in respect of the Clerk and Assistant Clerk review.

There being no further business the Chairman declared the meeting closed at 11.30am.

CHAIRMAN