

CHAPEL-EN-LE-FRITH PARISH COUNCIL

Minutes of the meeting of the Personnel Committee
held on 4th March 2025, at Chapel Town Hall at 6.30pm

Present: Cllrs M Chantler, A Foreshew-Cain (Chair), J Perkins, C Williams

In attendance: Clerk, Ms G Turner

25/375 Apologies for absence Councillor Young gave his apologies as he was unable to attend the meeting as a result of a hospital appointment.

25/376 Declarations of Interests Nil

25/377 Minutes of previous meeting It was resolved to approve as a true and correct record the minutes of the Committee meeting on 19th February 2025.

25/378 'To determine which items, if any, from the Agenda should be taken with the public excluded. If the Parish Council decides to exclude the public, it will be necessary to pass a resolution in the following terms: "to consider a resolution under the Public Bodies (Admission to Meetings Act 1960) s1 to exclude members of the press and public in order to discuss item number ..." This item will then be discussed with press and public excluded.' None.

25/379 To review the job description and pay scale of the Assistant Clerk following a change in working hours and responsibilities The Assistant Clerk's prior job description and current job description were circulated to members along with a letter outlining the revised Assistant Clerk's job evaluation undertaken by DALC and the Local Government Services Pay Agreement 2024/25. All **agreed** that to reflect the increased duties recently taken on by the Assistant Clerk, the role should be increased to pay scale LC2/20.

It was further **agreed** that from April 2026, upon satisfactory annual reviews the role will increase by 1 SCP each year until the pay scale LC2/23 is reached.

The meeting closed at 6.50pm

CHAIR