



Oundle Town Council

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Minutes of the Extraordinary Personnel Committee Meeting held on Tuesday 9th November 2021 at 6.30pm in the Oundle Suite, Fletton House.

Members Present: Cllrs I Clark, D Chapple, R Reichhold, P Davis, V Chesser, P King

In attendance: Emma Baker – Town Clerk

21.01P. Apologies for Absence

21.01P.01. To receive apologies for absence.
There were no apologies received.

21.02P. Declarations of Interests

To receive and consider any declarations of interest from Members under Section 50 of the Local Government Act 2000 (*Standing Order 13*)

(This requirement applies only in respect of matters, which are to be considered by the Council at this meeting.)

21.02P.01. To declare any Disclosable Pecuniary Interests.

21.02P.02. To declare any Other Interests.

21.02P.03. To consider any requests for Dispensation.

21.02P.04. To report any gifts or hospitality accepted over the value of £50.00.

21.02P.05. To report any inappropriate gifts or hospitality offered.

21.03P. Representations from Interested Parties

A period of no longer than 10 minutes will be allocated for members of the public to address the meeting about items on this agenda **at the Chairman's discretion.** (*Standing Order 3e and 3f*)

21.04P. Consideration of Requests from Interested Parties

21.05P. To approve the minutes of previous meetings.

21.05P.01. PROPOSITION: *'To approve and sign the minutes for the combined Finance and General Purposes Committee and Personnel Committee meeting held on 12th October 2021 as an accurate record.'* (*Standing Order 12*). *

Proposed: Cllr King

Seconded: Cllr Clark

Resolved: All in favour

21.06P. Personnel Matters

- 21.06P.01. To receive and consider the updated staff handbook as received from the OTC HR Consultant. Changes are highlighted in yellow.
The updated staff handbook was received. It was agreed that the Clerk would get clarification on a few areas of concern:
Section 5 refers to “workers” not employees should it be amended to “employees”
Confirm that the maternity leave wording is correct or should it be non-gender specific?
Item 7 clarification on the flexible working request.
Section 9 should employees telephone Line Manager when off sick.
Check was it the legal requirement
IT policy wording is it up to date.

Please note that in view of the special and/or confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (Standing Order 3c)

Proposed: Cllr Chapple

Seconded: Cllr Chesser

Resolved: All in favour

7.04pm Cllr Davis arrived at the meeting.

The meeting was closed at 6.40pm

The meeting re-opened at 7.33pm

- 21.06P.02. To consider information received regarding the NJC pay scale incremental increases and to agree OTC pay procedure.
The Personnel Committee agreed that they value the staff and want to pay them well. It was agreed that there was a need to improve the system going forward and annual reviews of the salaries would take place.

Proposed: Cllr Chapple

Seconded: Cllr Chesser

Resolved: All in favour

- 21.06P.03. To review staff salaries.
Salaries have been reviewed we are awaiting the NJC cost of living pay rise for 2021/2022 but it was agreed that the Council would agree the suitable award. For 2022/2023 we await confirmation from NJC for the cost of living rise. The Council agreed to review pay procedure and to implement the new arrangements following the review. The committee agreed the 5% increase for the budget for 2022/2023.
Spreadsheet to include dates when people started. What each contract says about scale points.

Proposed: Cllr Clark

Seconded: Cllr King


Resolved: All in favour

21.07P. Any other business for Report only



There were no other items of business for report.

The meeting closed at 7.34pm

Signature:..........

Dated:.....1/3/22.....