

YARNFIELD AND COLD MEECE PARISH COUNCIL
PERSONNEL COMMITTEE MINUTES
Tuesday 8th January, 2024

Present

Councillors:

Margaret Broader
Stella Hughes
Kirsty Treen (Chairperson)

Pay award 2023/24

- 23-1 The parish council has been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April, 2023 to 31 March, 2024.
- 23-2 **Recommendation:** it is recommended that the 2023/24 pay award is adopted by the parish council with effect from the 1 April, 2023.

New Model Contract of Employment

- 23-3 In December 2023 the Society of Local Council Clerks (SLCC) and the National Association of Local Councils' (NALC) completed work on a new Model Contract of Employment for parish clerks.
- 23-4 The revised contract of employment brings it in-line with changes in employment law and other local government officers' terms and conditions.
- 23-5 **Recommendation:** That the clerk's contract of employment is updated to reflect the changes introduced in the new Model Contract of Employment with a view to it being endorsed by the Council meeting in March 2024.

Parish Clerk – risk and succession plan

- 23-6 The position of parish clerk and responsible finance officer is currently the only paid position within the council. The role brings with it certain responsibilities and obligations that are central to the proper management of the council and that can only, by law, be undertaken by the parish clerk.
- 23-7 At present only limited safeguards are in place to guard against the loss of the clerk, for whatever reason.
- 23-8 **Recommendation:** That the clerk undertakes to prepare documentation for all business critical systems and procedures to stand alongside the existing standing orders, financial regulations and other council policies.



Signed

Cllr Kirsty Treen

Date: 22 January, 2024

Meeting closed at 8.30pm