



Personnel Committee Minutes

Held on Monday 21st October 2024 in the Wilkins Centre, Compton. Commencing at 7:33 pm.

Members Present: Councillor Ian Tong (Chair)
Councillor Rebecca Pinfold
Councillor Sharon Tiller

Members Absent: Councillor Alison Strong

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: None

Minutes

PER24/011 To receive, and consider for acceptance, apologies for absence from Members of the Committee

Resolved: To accept apologies from Councillor Alison Strong.

PER24/012 To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any requests for dispensation from Members declaring a Disclosable Pecuniary Interest

There were no declarations of interest or requests for dispensation.

**PER24/013 To receive:
Questions or comments from members of the public regarding items on the agenda**

Representations from any member who has declared a personal interest

There were no questions, comments, or representations.

PER24/014 To approve the minutes of the Personnel Committee Meeting held on 17th June 2024

Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Chair signed the minutes.

PER24/015 To discuss any matters arising from the minutes of the previous Personnel Committee Meeting

There were no matters arising.

PER24/016 To ratify the Minutes of the following meetings held online under the Temporary Scheme of Delegation and not ratified when the council returned to meeting in person:

- **14th December 2020**
- **25th May 2021**

Resolved: To ratify the Minutes of the meetings held on 14th December 2020 and 25th May 2021.

PER24/017 To review councillor training

Councillor training was reviewed.

It was suggested that the next time the Training and Development Policy is reviewed, a timescale for councillors to complete training should be included. The Clerk will contact the Oxfordshire ALC to ask if the council can attend training courses they run.

PER24/018 To discuss matters for future consideration and for information

There were no matters for future consideration or information.

PER24/019 To resolve under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable that the Public and Press be temporarily excluded from this meeting, and they are herewith instructed to withdraw

Resolved: To exclude the Public and Press from the remainder of the meeting due to the confidential nature of the business in Minutes PER24/020 to PER23/025.

PER24/020 To review employee annual appraisals

Employee appraisals were reviewed.

PER24/021 To review employee training requirements

Employee training requirements were reviewed. The Clerk will attend the SLCC Practitioners' Conference.

PER24/022 To receive an update on SLCC salary scales for 2024/25

The Local Government Pay Claim 2024/25 is still under negotiation.

PER24/023 To review pension scheme rates for 2025/26

The pension scheme rates for 2025/26 were reviewed.

PER24/024 To consider staff salaries and working from home allowance

Resolved: To continue with the current staff salaries and working from home allowances.

PER24/025 To review staffing and training budgets for 2025/26

Recommendation: To set the following budget figures for 2025/26

Staff costs £23,650

Staff expenses £200

Office £1,056

Employee Training £500

Councillor Training £500

Recommendation: To put any unspent funds from the training budget line into an earmarked reserve at the end of each year.

There being no further business, the meeting was closed at 8:47 pm.

Chair: _____

Date: _____

