




Brixworth Parish Council

Councillors are hereby summoned to attend the Personnel Committee meeting to be held on
Thursday 21st September 2023 at 6.30pm

The Meeting will be held in the Community Centre & Library, Spratton Road, Brixworth NN6 9DS

Please inform the Clerk of your apologies in writing, should you be unable to attend.

Email: parish.clerk@brixworthparishcouncil.gov.uk

Signed: .....

Josie Flavell - Proper Officer/Clerk

The press and public are also invited to attend

Please note that this is a public meeting, and you may be filmed, recorded and/or published.

AGENDA

PART ONE – OPENING PROCEDURES

23/0046	Welcome by Chairman	JB
23/0047	Apologies for absence and acceptance of apologies for absence To consider and accept any apologies reported.	-
23/0048	Declarations of Interest a) To consider any declarations of any disclosable pecuniary or other interests. b) To consider any dispensations or written requests for dispensation of DPI.	-
23/0049	Agree and Sign the Minutes of Previous Meeting RESOLVE to the Chairman approving the Personnel Committee Meeting Minutes and Confidential Meeting Minutes for the meeting held on the 13 th of July 2023.	JB
23/0050	Public Open Forum Session a) This is an opportunity for parish residents and members of other Councils, once recognised by the Chairman, to make brief representations or ask questions of the Personnel Committee via the Chairman. Each will be allowed three (3) minutes to address the Personnel Committee via the Chairman. This open session is limited to 15 minutes. b) Although the Personnel Committee will endeavour to answer all questions put to it, persons asking questions should not expect immediate answers, but rather a formal written response in due course. c) Those who wish to comment on an agenda item are encouraged to do so at this time or they may ask the Chairman to be allowed to speak when the subject is raised.	-

Members of Brixworth Parish Council - Personnel Committee

Councillor Jackie Bird (Chair), Councillor Lynne Compton, Councillor Barbara Lunnon,
Councillor Gary Spratt and Councillor Christine Ware.



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PART TWO – FOR DECISION

23/0051	Staff Training To discuss and agree any training requirements for operational staff members.	ALL
23/0052	New Admin Assistant To receive an update on the new part-time Admin Assistant.	JF
23/0053	Training and Development Plan/Policy To review and approve the revised Training and Development plan/policy.	ALL

PART THREE – FOR INFORMATION

PART FOUR – CONFIDENTIAL MATTERS

23/0054	EXCLUSION OF THE PRESS AND PUBLIC RESOLVE to consider the exclusion of the press and public from the meeting in accordance with Public Bodies (Admissions to Meetings) Act 1960 sect 1.2, to discuss matters of commercial and personal confidentiality (Papers for Members only), due it being prejudicial to public interest by reason of the confidential nature of the business to be transacted. The Press and Public will be requested to leave the meeting.	ALL
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PART FIVE – CONFIDENTIAL MATTERS

23/0055	Staff Appraisals To receive an update concerning staff appraisals for the following members of staff: <ul style="list-style-type: none">▪ Admin Assistant▪ Cleaner	JF
23/0056	2023 National Pay Award a) To NOTE that the unions have not yet reached an agreement on this year's annual salary increase but proposed figures have been released. b) To receive the proposed figures for the budget setting process.	JF
23/0057	Appraisal Update and Salary Increase Recommendation a) To NOTE the appraisal for the Admin Assistant has been completed. b) To receive and approve the recommendation for the Admin Assistant to receive a salary, increase – cost information circulated prior to the meeting.	JF

The Press and Public to be invited back into the meeting.

PART SIX – CLOSING PROCEDURES

23/0058	Next Personnel Meeting a. To consider any items for inclusion on the next meeting agenda. b. To NOTE the date of the next scheduled Personnel Committee Meeting as 14 th December 2023.	ALL
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