



Landford Parish Council

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Minutes of the HR Committee Meeting held on Thursday 13 May 2021 at 10:30am by Video Conference

Councillors present: Nik Bishop – Chair of the HR Committee (NB) and Rachael Stanton (RS)

HR 01/21 Apologies for absence: None

HR 02/21 Declaration of Interest: None

HR 03/21 It was unanimously agreed to close Agenda item 04/21 to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the confidential nature of the business to be transacted.

HR 04/21 Clerk/RFO role evaluation

- i) Carry out a role evaluation to reflect the demands of the role have changed significantly
- ii) Develop a revised person specification to reflect the skills, knowledge, and experience needed to perform competently in that role
- iii) Adopt a single salary point (a 'spot salary') within the NALC SCP pay scales to remunerate the Clerk/RFO to reflect i) and ii) above, with consideration to the employment market and internal value to the Council.

NB and RS considered all of the evidence supplied, including pay scales and criteria for selecting pay scales, proposed job description, and CV.

It was unanimously agreed that the HR Committee will make the following recommendation to full council for their approval on 19 May 2021:-

SCP 29 £17.10 p/h (spot salary) to commence on 01.06.21 and to be reviewed annually at the PC's discretion (no automatic review) by 01.06.22 and every year thereafter, to take place shortly after the annual appraisal.

The meeting was closed at 11.05am.

Minutes prepared by RS