

**Minutes of Landford Parish Council HR Committee meeting held on Monday 3<sup>rd</sup> October 2022 at 7:15pm Nomansland Reading Room.**

**Councillors Present:** Nik Bishop (NB) – Chair, Mary Davies (MD), Damien Swancott (DS).

HR 02/22 Apologies for absence – None.

HR 02/22 Declarations of interest – None.

HR 03/22 To consider resolving that Agenda item 04/22 will be closed to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) be reason of the confidential nature of the business to be transacted.

HR 04/22 **Clerk / RFP**

**1) Determine the no. of hours worked beyond the no. of contracted hours (since April 2022) and calculate the overtime payment due.**

After detailed discussion it was felt that it would be difficult to evaluate the number of hours dating back to April 2022, also the fact the number of additional hours worked was not brought to the attention of the HR Committee at the Annual review held in June of this year.

**2) Review and agree the no. of contracted hours required of the role per week in recognition the demands of the role have changed.**

It was unanimously agreed by the members of the HR Committee that the number of hours be increased by 5 each week, new contracted hours to be 30 hours per week, taking effect from the 1<sup>st</sup> of October 2022.

It was unanimously agreed that our Clerk Melanie (Mel) Camilleri does a sterling job, her commitment to the role of Clerk through on occasions challenging times has held steadfast. We recognise her professionalism and knowledge in her role. We acknowledge the increase in Mel's work load taking into consideration item **142 /22** of the September 2022 agenda.

**3) Review the single salary point (spot salary) within the NALC SCP pay scales (in accordance with the HR Committee Meeting Minute HR 04/21 13 May 2021).**

It was unanimously agreed by members of the HR Committee that the current pay scale stands, the NALC SCP pay scale, will be reviewed at the next annual review (June 2023). This decision was made, taking into consideration the increase in the hourly rate at the last review in June 2022.

Councillors present at the meeting discussed the European Standard Hours Directive. All employees are responsible for ensuring the Directive is abided by. *A note for the file;* In addition to Mel's contracted hours working with Landford Parish Council, Mel is also employed by other Parish Councils. It is prudent to ask Mel to sign a document whereby Mel is "opting out" of the Directive with regard to her contracted hours with Landford Parish Council. Landford Parish Council cannot be liable in the event Mel's total working hours exceed that as stated in the European Standard Hours Directive. Guidance on the wording of such a document to be taken prior to asking Mel to sign the document.

**Recommendations on points i), ii), and iii) as noted above be submitted for full council's approval at the Landford Parish Council Meeting on Wednesday 12<sup>th</sup> October at 7.15pm.**

