



Broughton Town Council

Personnel Committee Minutes

Minutes of the meeting of the Personnel Committee held at 7:15pm on Monday 23rd October 2023 at the Phil Grundy Community & Sports Centre.

Present: Cllr Lee, Cllr Price (Chair), Cllr Portess & Cllr Ross.
Also present: Clerk to the Council – Deb Hotson.

1. Election of Chair

Cllr Price was elected as Chair.

2. Apologies for Absence

All members present.

3. Declaration of Interest

a. To record any declaration of interest in respect of the agenda.

Cllr Portess declared an interest in item 5 relating to one of the handymen.

Cllr Ross declared an interest in item 5 relating to one of the cleaners/caretakers.

b. To note any dispensations given to any member of the Committee in respect of the agenda.

None outstanding.

4. To consider the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the item to be discussed.

No members of the public or press were present.

5. Personnel issues

a. To consider the 2023 appraisals determining what actions are required.

Each member of staff was discussed and their appraisal agreed.

Cllrs Portess & Ross left the room when their declared interest was discussed.

b. To consider the 2023/24 salaries determining actions required.

The following recommendation to be put to the council – all hourly paid staff receive a pay increase of at least £1 per hour to £11.50 or the National Living Wage, whichever is the higher from April 1st, 2024.

The Clerk will provide members with a copy of the latest NALC SCP Pay scales for discussion at the appraisals with the staff on this pay scale.

6. AOB

The appraisals to be arranged for Monday 6th November starting at 6.30pm and take place every 20 minutes.

Date and Time of the next meeting

To be confirmed.

The meeting closed at 8.15pm.