



Minutes of Witham St Hughs Personnel Committee meeting held on Wednesday 9th March 2022 at 6pm, held in Closed Session.

Present – Cllr Snape (Chair), Cllr Hall, Cllr Houghton & Cllr Bell

AGENDA ITEMS

1. Welcome and apologies.
The Chairman welcomed everyone to the meeting.
2. To receive Declarations of Interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members’ Register of Interest and requests for dispensations.
None.
3. To Resolve to approve the notes of the Closed Session Personnel Committee meeting held on Wednesday 16th February 2022 as minutes.
It was **Resolved** to sign the notes as minutes, all agreed – Show of hands.
Signed by the Chairman.
4. Staffing.
 - a. The Clerk made comment that the new pay scales had been received with Clerks back pay totalling £280.80. Payment would be processed with the March pay run.
 - b. The Clerk presented the job advert for the weekend & holiday cover caretaker role. After discussions it was **Resolved** to approve the advert. To be advertised locally & on social media, closing date to be 31.03.2022. Action Clerk.
 - c. The Clerk made comment that the caretaker had recently tested positive for COVID, the Clerk requested confirmation regarding pay & whether the caretaker should still be working as the current government guidelines were only guidelines not statutory. After discussions it was **Resolved** to pay all Parish Council staff full pay if they tested positive for COVID. The Clerk & Litter picker would be expected to carry on working as normal if they were able. Due to the nature of the Caretakers role, they would be asked to remain at home until they tested negative for COVID, (max. 10 days)

Signed Date

Print