

PADDOCK WOOD TOWN COUNCIL
The Podmore Building, St Andrews Field, St Andrew's Road,
Paddock Wood, Kent, TN12 6HT
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NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE TO BE held on
Wednesday 24th March 2021 via Zoom at 7 pm

Topic: Personnel Meeting
Time: Mar 24, 2021 07:00 PM London

Join Zoom Meeting
<https://zoom.us/j/99971364144?pwd=bzFXNFZRVXBTTs90N2RuR2hrQ0Fjdz09>

Meeting ID: 999 7136 4144
Passcode: 474684
One tap mobile
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APOLOGIES

PER9 DECLARATIONS OF INTEREST

PER10 MINUTES OF THE PREVIOUS MEETING
To Approve the minutes of the meeting held on 29th June 2020 & the 11th January 2021.

PER11 COVID 19 RISK ASSESSMENTS AND GUIDANCE FOR STAFF
To agree the attached risk assessments and guidance.

Since the government lock down was announced in January 2021 the ground staff have been working alternate days and the office staff have primarily been working from home.

Four steps to easing the lockdown have been announced and restrictions started to be eased on the 8th March 2021.

As of the 29th March restrictions will be eased further. See the attached stages. The "stay at home" rules will also be ended, although it those who can continue to work from home should do so.

Members are asked to agree that all staff can return the office and workshops, full time subject to the attached guidance.

PER12 STAFF SALARIES 2021/22
The Town Council has allowed for a 2% salary increase in its budget for 2021/22.

- a) The Council's Clerks are paid according to the SLCC scales – no increase has been announced for 21/22. The National Joint Council have however, submitted a claim, details of which are attached. They have been advised by the employers that there will be no response before the elections on the 6th May 2021. The government had previously advised that there will be a pay freeze for all public sector workers for the coming year.

The scales were increased by 2.8% in 2020.

- b) The Estates staff are paid by a locally agreed rate and follow the Grounds Management Association (formerly IOG) pay scales. The IOG rates are aligned to the Local Government scales.

In 2020 the Council awarded the Estates Staff a 2.5% increase.

Members are asked to consider whether to award any increases to the Estates staff prior to the announcement from the NJC.

PER13 **DATE OF NEXT MEETING**
To be agreed

NICHOLA REAY
Clerk to the Council
18th March 2021