**PADDOCK WOOD TOWN COUNCIL**

**The Podmore Building, St Andrews Field, St Andrew’s Road,**

**Paddock Wood, Kent, TN12 6HT**

**Telephone: 01892 837373**

[**www.paddockwood-tc.gov.uk**](http://www.paddockwood-tc.gov.uk)

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**NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE TO BE held on Monday 31st October 2022 at The Day Centre, Commercial Road at 7 pm**

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APOLOGIES

PER3 **DECLARATIONS OF INTEREST**

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PER4 **MINUTES OF THE PREVIOUS MEETING**

To APPROVE the minutes of the meeting held on the 27th June 2022.

PER5 **ESTATES STAFF APPOINTMENT**

The Estates committee has approved the job description for the new member of staff. Attached.

 The Committee is asked to agree the arrangements for appointing the new member of staff.

PER6 **COMMUNITY CENTRE MANAGER**

The Council passed the following resolution at its meeting on the 17th October 2022

 *Authority is given to the Personnel Committee, in consultation with the directors of the management company, to appoint a part time Manager. This to be funded using existing estates staffing budgets.*

The management company is meeting on the 25th October 2022 and will forward a draft job description following that meeting.

 The Committee is asked to agree the arrangements for appointing the new manager.

PER7 **STAFF SALARIES 2022/23**

The SLCC has not yet announced increases to the salary scales for this financial year. The National Joint Council is currently balloting its members as to whether to accept the offer. It is hoped that a decision will be made in November. The SLCC cannot adjust its scales until the NJC agrees the increases.

 See attached update.

 The GMA has recommended a 3% pay increase for all ground staff. See attached report.

 The Town Council allocated 3% for budgetary purposes in the 2022/23 budget.

PER7 **STAFF TRAINING (FILCA)**

 The Financial Introduction to Local Council Administration (FILCA) is a Level 2, online sector specific learning tool to support all new Responsible Financial Officers (RFO’s) in England and Wales (or officers who have a financial element to their job role). The aim of the course is to introduce council finance.

 <https://www.slcc.co.uk/qualification/filca/>

 The Cost of the course is £120.

 The Committee is asked to APPROVE the RFO’s attendance on the Course.

PER8 **DATE OF NEXT MEETING**

 To be agreed

 NICHOLA REAY

Clerk to the Council