

Cadney Cum Howsham Parish Council Personnel Meeting Minutes

Minutes of the meeting held on 12th of August 2025 / 19:15 / Howsham Village Hall

Parish Clerk – James Truepenny

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<http://www.CadneycumHowsham.org.uk>

In attendance

Cllr. F Leahy, Cllr L Mearns & Cllr D. Hackney .

2507/01 **Declarations of Interest**

None

2507/02 In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded and they are instructed to withdraw; (Public Bodies (Admission to Meetings) Act 1960, section 1(2)).

Proposed Cllr Leahy Seconded Cllr Mearns All in Favour

2507/03 **Elect a new Chair for the coming year**

Cllr Mearns nominated Cllr Leahy Cllr Hackney Seconded All in Favour

2507/04 **Elect a new Vice Chair for the coming year**

Cllr Leahy nominated Cllr Mearns Cllr Hackney Seconded All in Favour

2507/05 **Minutes of Previous meetings**

Minutes of the Personnel Committee Meeting held on 17th of July 2024 to be approved and signed.

Proposed Cllr Leahy Seconded Cllr Hackney All in Favour

2507/06 **Review of Holiday Hours, Pay, and a General Update on The Clerk**

Given the departure of the Clerk in December the Leave card was negotiated in the meeting that gave the Clerk all the leave he is due at an appropriate time whilst ensuring the council will have full service while employing the new Clerk.

After a discussion the committee decided to recommend moving the Clerk to Payscale 10 on the new NJC scale. The previous rate was £13.84 an hour and the new recommended rate will be £14.35. The Clerk will ask Payroll Services to calculate the back pay and new monthly pay rate with the repercussions for PAYE before this is recommended to the full council.

2507/07

Discuss Succession Strategy

There was a discussion concerning the appointment of a replacement Clerk and a timescale for recruitment. The Committee would like to advertise the first week in September so as a short list by the 29th of September.

Provisions were made for an interview panel which should occur in the period between the 17th & 24th of October.

There was then a discussion concerning the induction of the new Clerk upon appointment. The current Clerk should have an induction process in place for October making sure that it includes new tasks that have developed since the Induction processes that were agreed last year.

Once appointed Clerks should organise orientation meetings at convenient times for succession and induction tasks.

Meeting Closed 20:25