

**Minutes of the Meeting of the Personnel Committee  
held in the Council Chamber, Yaxley Parish Council on 17<sup>th</sup> March 2015 .**

Present:- Councillor A Wood – Chairman

Councillors G Bellamy, C Bolton, R Butcher, K Gulson, S Howell, M Oliver, D Porteous, A Rees, and M Richardson.

In attendance – H Taylor.

**PR51. APOLOGIES**

An apology for absence from the meeting was received and accepted on behalf of Councillors M Oliver (work).

**PR52. DECLARATION OF INTERESTS**

No declarations were received.

**PR53. PUBLIC PARTICIPATION**

No Member of the Public wished to speak.

**PR54. MINUTES**

Councillor Richardson proposed approval of the Minutes of the Committee held on 16<sup>th</sup> December 2014. This was seconded by Councillor Butcher and unanimously **RESOLVED.**

**PR55. EMPLOYEE HANDBOOK**

Following its consideration by the Policy and Procedure Working Group, Members' attention was drawn to the contents of an employee handbook produced by Peninsula Business Services for the Parish Council. Having referred to the use of the word organisation, company and business to describe the Parish Council Members were of the opinion that a note be attached to every copy to explain that these descriptions should read Parish Council to avoid any confusion. Subject to this alteration, Councillor Butcher proposed that the Employee Handbook be approved for distribution between the staff. This was seconded by Councillor Bolton and unanimously **RESOLVED.**

**PR56. EXCLUSION THE PRESS AND PUBLIC**

That in accordance with Section 1(2) of the Public Bodies (admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting.

It was proposed by Councillor Butcher and seconded by Councillor Howell that the meeting should be closed to the public and press at 6.40pm.

**PR57. STAFFING**

With the aid of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book) Members were reminded that a member of the Grounds team would be retiring in May. Consideration was given to a proposal to replace him with a caretaker role and Members were also advised of an issue regarding his pension. Whereupon, it was proposed by Councillor Porteous that:

- the position of Caretaker be approved and a post of Groundsman be deleted from the staffing structure following the retirement of the current post holder in May; and
- the post holder be offered 2 months backdated pension contributions.

This was seconded by Councillor Gulson and unanimously **RESOLVED**.

**PR58. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.**

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business being concluded, the Press and Public be re-admitted to the meeting.

It was proposed by Councillor Richardson and seconded by Councillor Butcher that the press and public should be readmitted to the meeting.

Meeting closed at 6.50pm

Signed .....

Chairman.