

**Minutes of a Meeting of the Personnel Committee  
held in the Council Chamber, Yaxley Parish Council on 15<sup>th</sup> September 2015 .**

Present:- Councillor A Wood – Chairman  
Councillors A Bartle, G Bellamy, C Bolton, D Porteous, A Rees, A Wood and J Willis.

In attendance – H Taylor.

**PR21 APOLOGIES**

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

**PR22. DECLARATION OF INTERESTS**

No declarations were received.

**PR23. MINUTES**

Councillor A Rees proposed approval of the Minutes of the extraordinary meeting of the Personnel Committee held on 14<sup>th</sup> July 2015. This was seconded by Councillor J Willis and unanimously **RESOLVED**.

**PR24. PUBLIC PARTICIPATION**

No Member of the Public wished to speak.

**PR25. EXCLUSION 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, the Press and Public be excluded from the meeting.

It was proposed by Councillor C Bolton and seconded by Councillor A Rees that the meeting should be closed to the public and press at 8.35pm.

**PR26. BUDGET V ACTUAL**

Members were presented with a budget monitoring report (a copy of which is appended in the Minute Book) showing the position of the Committee's budget as at 31<sup>st</sup> August 2015 compared to the agreed budget. In response to a question by Councillor Bartle, the Clerk explained the authorisation procedure for payment of the staff salaries. Following which and on the proposition of Councillor D Porteous and seconded by Councillor A Bartle it was **RESOLVED** that the budget monitoring report be noted.

**PR27. STAFF APPRAISALS**

In considering the contents of staff appraisal documentation (a copy of which is appended in the Minute Book), Councillor C Bolton proposed that the forms be approved as fit for purpose subject to the inclusion of a section for the Clerk's comments. This was seconded by Councillor D Porteous and **RESOLVED**.

At the same time, attention was drawn to the Clerks appraisal and a previous decision to involve the Chairman of the Council, Chairman of the Personnel Committee and one

elected Member selected by the Clerk in the process. In acknowledging that this appeared to be “top” heavy, Members agreed that those undertaking such a role should be competent in the process. With this in mind, it was proposed by Councillor A Bartle that any Chairman of Personnel should have appropriate appraisal training if felt necessary by the Committee. This was seconded by Councillor G Bellamy and **RESOLVED**. It was also proposed by Councillor A Bartle that the Clerk’s appraisal panel consist of the Chairman of the Personnel Committee plus an option for the Clerk to choose one other Councillor should they wish to. This was seconded by Councillor C Bolton unanimously **RESOLVED**.

**PR28. STAFFING MATTER**

Members were advised that Mrs Sue Finch had been appointed to the vacant position of Administrator/Bookings clerk and would be starting in October.

**PR29. 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 D Porteious and seconded by Councillor A Rees that the press and public should be readmitted to the meeting.

Meeting closed at 9.06pm

Signed .....

Chairman.