

**Minutes of a meeting of the Personnel Committee  
held in the Council Chamber, Yaxley Parish Council on 21<sup>st</sup> March 2017.**

Present: Councillor A Wood – Chairman

Councillors A Bartle, J Lusted, M Oliver, J Reed and S White.

In attendance – H Taylor

**PER48. APOLOGIES**

Apologies for absence were received on behalf of Councillors C Bolton (work commitments) and S Butler (personal).

**PER49. DECLARATION OF INTERESTS**

No declarations were received.

**PER50. MINUTES**

Councillor J Lusted proposed approval of the Minutes of the Committee held on 15<sup>th</sup> November 2016. This was seconded by Councillor S White and unanimously **RESOLVED.**

**PER51. PUBLIC PARTICIPATION**

No member of the Public wished to speak.

**PER52. RISK ASSESSMENTS**

Members received and noted the contents of a risk assessments for litter picking/emptying of bins (a copy of which is appended in the Minute Book).

**PER53. OFFICE MEETINGS**

With the assistance of an email from Councillor Wood (a copy of which is appended in the Minute Book), Members discussed office security, the need to protect staff and requests on the Clerks time. In the discussions that ensued, it was proposed by Councillor A Bartle that:

- the installation of a panic button for the office be investigated;
- any requests for the Clerk's time be requested in writing and an appropriate proforma be prepared by the Clerk, Chairman and Vice Chairman for this; and
- a sign be erected in the office to say that physical or verbal abuse of staff will not be tolerated.

**PER54. CODE OF PRACTICE ON THE ENGLISH LANGUAGE REQUIREMENT FOR PUBLIC SECTOR WORKERS**

Members noted the contents of a Code of Practice (a copy of which is appended in the Minute Book), which outlined English language requirements for public sector workers. The Clerk confirmed that recruitment practices will be amended in line with the Code to ensure that all employees are fluent in English language up to a certain level.

**PER55. RECRUITMENT OF BOOKINGS CLERK/ADMINISTRATOR AND GROUNDS MAINTENANCE SUPERVISOR – UPDATE.**

Members were advised that Michelle Darbon had been appointed Bookings Clerk/Administrator and Andrew Wright as Grounds Maintenance Supervisor.

**PER56. VEHICLE AND EQUIPMENT REPAIRS/MAINTENANCE**

On the proposal of Councillor J Lusted and having been seconded by Councillor S White it was **RESOLVED** to put on hold the Workshop/ Mechanic Post and to transfer the 17/18 provision for this post to the Community Facilities Committee's budget (operations) for vehicle/equipment repair/maintenance costs.

**PER57. STAFF STRUCTURE**

Members noted a revised staff structure (a copy of which is appended in the Minute Book).

**PER58. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - 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 J Lusted, seconded by Councillor A Bartle and **RESOLVED** that the meeting should be closed to the public and press at 8.30pm.

**PER59. STAFFING – RETIREMENT OF SENIOR GROUNDSMAN**

Members were advised that Graham Hill had taken early retirement, through ill health, with effect from 31<sup>st</sup> December 2016. In so doing, the Committee thanked the Clerk for her involvement in the matter. As an aside, the Chairman reported that Graham has organised a charity scooter rally at the Lime Tree, Gunthorpe and he encouraged Members to attend.

**PER60. STAFFING OVERTIME PAYMENT**

Having considered a report by the Chairman (a copy of which is appended in the annex to the Minute Book) Councillor A Bartle proposed that the Clerk be paid for 55 additional hours worked by her, this was seconded by Councillor J Lusted and **RESOLVED**. At the same time, Members agreed that the process for approval of overtime required review, whereby additional overtime would be approved by the Chairman or, in the absence of the Chairman, a member of the Personnel Committee. The process would be agreed between the Chairman and the Clerk to be reported back to the next meeting of the Personnel Committee.

The Chairman used the opportunity to thank the Clerk for her additional efforts during a period of significantly reduced staffing levels.

*(The Clerk left the room during the discussions and voting on the latter)*

**PER61. 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 J Lusted and seconded by Councillor S White that the press and public should be readmitted to the meeting.

Meeting closed at 8.50pm

Signed .....

Chairman.