

Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,
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Date: Tuesday, 15 January 2019

Notice: You are hereby invited to a meeting of Clipstone Parish Council **Personnel Committee** which will be held in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone on **21 January 2019 at 14.00**.

Please contact me if you are unable to attend.

Belina Boyer

Clerk to the Council

PC19-001	To elect a Committee Chairman for 2018-19 municipal year.
PC19-002	To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.
PC19-003	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.
PC19-004	To receive minutes of the previous personnel committee meeting and resolve to sign these as a true record of that meeting .
PC19-005	To receive updates resulting from the previous meeting's minutes. (for information only).
PC19-006	To receive the new NJC pay scales applicable from 01 April 2019 and note the contractual pay increase resulting from these.
PC19-007	To receive the new National Minimum Wage applicable from April 2019 and review staff pay in view of these increases
PC19-008	To consider and approve a job description and generic person specification for the new position of Litter Picker
PC19-009	To consider and decide the hours and shift pattern to be worked by the litter picker.
PC19-010	To consider and decide the type of contract to be offered to the Litter Picker.
PC19-011	To approve the purchase of PPE and uniform items for the new member of staff and decide if any technical equipment such as barrow or sweeper should be purchased.
PC19-012	To consider recruiting a part-time administration assistant and the terms and conditions of this post.
PC19-013	To approve virements to the current budget and set the 2019-20 Personnel Committee budget.
PC19-014	To approve the clerk's annual leave.
PC19-015	To determine items to be added to the next meeting's agenda.
PC19-016	To confirm the date and time of the next meeting.