

Minutes of the Clipstone Parish Council Personnel Committee Meeting held on 18 February 2019 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.

Members Present	Members Present	Members Absent
Cllr G Adams		Cllr B Brownley
Cllr R Clarey		
Cllr C Wigman (chair)		

In attendance: The Clerk

Also present: Cllr Beresford

Apologies for absence had been received from Cllr Brownley who was away on holiday.

PC19-017 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.

There were none.

PC19-018 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.

None.

PC19-019 To receive minutes of the previous personnel committee meeting and resolve to sign these as a true record of that meeting .

The committee resolved to sign the minutes of the meeting 21 January 2019 as a true record.

PC19-020 To receive updates resulting from the previous meeting's minutes. (for information only). The clerk gave a brief update.

PC19-021 To receive a draft contract for the position of litter picker and approve a final version.

The committee unanimously approved the draft litter picker contract.

PC19-022 To receive applications for the position of litter -picker and agree for arrangements for shortlisting and interview.

The committee decided to interview all applicants and asked the clerk to contact the applicants and find a suitable time and date in the morning to interview.

PC19-023 To receive draft person specifications and job description for the position of Admin Assistant and approve a final version.

The committee approved the job description and person specification for the post of Admin Assistant.

PC19-024 To decide the details of the recruitment process for the Admin Assistant.

The post was to be advertised on the notice board, website and Indeed.

PC19-025 To consider a draft Dignity at Work Policy and approve a final version.

The committee approved Dignity At Work policy as presented.

PC19-026 To determine items to be added to the next meeting's agenda.

- Applications to the vacancy if available

PC19-027 To confirm the date and time of the next meeting.

The date of 18 March 14.00 was confirmed.

The meeting closed at 14.45.

Signed as a true record of that meeting.

Signature: _____ **Date:** _____