

**Minutes of the Clipstone Parish Council Personnel Committee Meeting held on 21 January 2019 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.**

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

In attendance: The Clerk

Also present: several members of the public

- PC19-001 To elect a Committee Chairman for 2018-19 municipal year.  
**The committee unanimously elected Cllr Wigman as the new chair.**
- 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.  
**There were none.**
- 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.  
**There were none.**
- PC19-004 To receive minutes of the previous personnel committee meeting and resolve to sign these as a true record of that meeting .  
**The minutes of the meeting 19 February 2018 were signed as true record.**
- PC19-005 To receive updates resulting from the previous meeting's minutes. (for information only).  
**The committee received verbal updates.**
- PC19-006 To receive the new NJC pay scales applicable from 01 April 2019 and note the contractual pay increase resulting from these.  
**The Committee noted the NJC pay scales and pay applicable from 1<sup>st</sup> April 2019.**
- PC19-007 To receive the new National Minimum Wage applicable from April 2019 and review staff pay in view of these increases.  
**The committee reviewed staff pay as applicable from 1 April 2019. The committee resolved that hourly rate of parish workers would be increased by the same amount above National Minimum Wage as the current pay was above NMW. The committee resolved that the senior parish workers hourly rate should be £1 above that of the parish workers.**
- PC19-008 To consider and approve a job description and generic person specification for the new position of Litter Picker.  
**The committee approved the job description as presented. The committee resolved to advertise the post online and on the council notice boards with a deadline to coincide with the next committee meeting.**
- PC19-009 To consider and decide the hours and shift pattern to be worked by the litter picker.

**The committee resolved that the litter picker should work Monday to Friday to suit and as directed by the senior parish worker.**

PC19-010 To consider and decide the type of contract to be offered to the Litter Picker.  
**The committee resolved that the litter picker's contract should be an annual one, with 10 hours per week to be worked in the summer months for 26 weeks of the year with no fixed weekly hours for the remainder of the year.**

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.

**The committee approved the purchase of PPE as supplied to the other parish workers.**

**The committee did not approve the purchase of equipment other than that already supplied to the other parish workers.**

PC19-012 To consider recruiting a part-time administration assistant and the terms and conditions of this post.

**The committee agreed in principle to recruiting a part-time admin assistant. This would be on a 26 week contract renewable after that period. The person specification and job description would be presented to the committee for approval at the next meeting.**

PC19-013 To approve virements to the current budget and set the 2019-20 Personnel Committee budget.

**The committee resolved to approve the virements to Personnel Committee budget.**

**The committee resolved to approve the Personnel Committee budget for the 2019-20 financial year as presented.**

PC19-014 To approve the clerk's annual leave.

**The committee approved the clerk's annual leave.**

PC19-015 To determine items to be added to the next meeting's agenda.

- **Applications litter picker**
- **Draft contract Litter Picker**
- **Person Spec and Job description Admin Assistant**

PC19-016 To confirm the date and time of the next meeting.

**The committee confirmed the details for the next meeting : 18 February at 14.00 at the Village Hall.**

The meeting closed at 15.15.

**Signed as a true record of that meeting.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_