

Minutes of the Clipstone Parish Council Personnel Committee Meeting held on 22 February 2017 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.

Members Present	Members Present	Members Absent
Cllr B Brownley		
Cllr D Thompson (Chair)		
Cllr C Wigman		

In attendance: The Clerk

Also present: One member of the public.

PC17-010	To receive and resolve to approve apologies for absence. None
PC17-011	To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting. None
PC17-012	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
PC17-013	To receive minutes of the previous personnel committee meeting and resolve to sign these as a true record of that meeting . Proposed by Cllr Wigman seconded by Cllr Brownley the Committee resolved to approve the minutes of the meeting 25 January 2017 and sign these as a true record.
PC17-014	To receive updates resulting from the previous meeting's minutes. (for information only) The clerk updated members that the post of parish worker had been advertised on notice boards, the library, Job Centre + and Indeed. Councillors decided on a provisional date for interview on Tuesday 14 March 2017 at 17.00.
PC17-015	To receive cost estimate for the employment of additional staff. The committee received the cost estimate and concluded that the new posts proposed at the previous meeting would be within budget.
PC17-016	To discuss and approve a job description and person specification for a junior administrative assistant. The committee concluded that the post should be Admin Assistant.

	The committee unanimously approved a job description and person specification for an Admin Assistant with some minor amendments. The Post is to be advertised as soon as possible.
PC17-017	To discuss and approve a job description and person specification for a senior parish worker. The committee unanimously approved a job description and person specification for a Senior Parish Worker with some minor amendments. The Post is to be advertised as soon as possible.
PC17-018	To approve the clerk's annual leave request. The committee unanimously approved the clerk's annual leave request and carry forward of 5 leave days to the following leave year.
PC17-019	Items for notification: To determine items to be added to the next meeting's agenda. <ul style="list-style-type: none"> • Staffing needs of the Council in the longer term. • Results of time and motion study. • Grievance and Disciplinary Procedures
PC17-020	To confirm the date and time of the next meeting.

Signed as a true record of that meeting.

Signature: _____ **Date:** _____