

**Minutes of the Clipstone Parish Council Personnel Committee Meeting held on 22 March 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: Cllr R Clarey

PC17-021	To receive and resolve to approve apologies for absence. <b>None</b>
PC17-022	To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting. <b>None</b>
PC17-023	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. <b>None</b>
PC17-024	To receive minutes of the previous personnel committee meeting and resolve to sign these as a true record of that meeting. <b>The Committee unanimously approved the minutes of the meeting 22/02/2017 and these were duly signed as a true record.</b>
PC17-025	To receive updates resulting from the previous meeting's minutes. (for information only) One parish worker was on sick leave following and operation. The new parish worker had taken up his duties. The clerk informed the committee that the new post of admin assistant had been advertised. The term of office for the parish worker – open and closing cemetery was due to come to an end. The committee discussed his continuation of contract for further six months. The committee instructed the clerk to ask the parish worker if he was willing to continue.
PC17-026	To consider a draft grievance procedure. <b>The committee unanimously resolved to adopt of the draft grievance procedure with some minor semantic changes.</b>
PC17-027	To consider a draft disciplinary procedure. <b>The committee unanimously resolved to adopt the draft</b>
PC17-028	To receive the results of the time and motion study. <b>The committee received the preliminary results of the time and motion study. The clerk explained that more time would be needed</b>

	<b>to evaluate the data.</b>
PC17-029	To consider future staffing needs and staffing structure. <b>The committee unanimously resolved to offer the parish worker-open and closing cemetery a continuation of his temporary contract for a further six months.</b> <b>The committee unanimously resolved to extend the period of 6 additional weekly hours for the clerk by another six months.</b>
PC17-030	To approve the clerk's annual leave request. <b>The committee approved the clerk's annual leave request.</b>
PC17-031	Items for notification: To determine items to be added to the next meeting's agenda. <ul style="list-style-type: none"> <li>• Results of time and motion study</li> <li>• Staffing structure</li> <li>• Methodology of reporting back to the committee</li> </ul>
PC17-032	To confirm the date and time of the next meeting. <b>The committee decided on Wednesday 26 April 2017 at 17.30 for the date and time of the next meeting.</b>

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

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