

**Minutes of the Clipstone Parish Council Personnel Committee Meeting held on 25 January 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 MG Whittard .

- PC17-001 To elect a chairman of this committee.  
**Proposed by Cllr Brownley seconded by Cllr Wigman, Cllr Thompson was elected chair of the Personnel Committee.**
- PC17-002 To receive and resolve to approve apologies for absence.  
**None**
- PC17-003 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**
- PC17-004 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**
- PC17-005 To discuss the staffing needs of the Council in the short term and consider possible temporary appointments.  
 The committee discussed the staffing needs in the short term.  
**It was identified that filling the vacancy of a Parish Worker on the same pay and conditions as the existing staff, namely 16 hours per week paid at £7.56 per hour would be a first priority. This vacancy should be advertised as soon as possible and a shortlisting/interview panel assembled once applications have been received.**  
 The committee further identified the need to recruit two additional members of staff:
  - **A general office assistant for 10 hours per week paid at £7.56 per hour**
  - **A senior workman for 30 hours paid at £8.00.**

**The clerk was asked to provide suitable job descriptions (JD) and**

**person specifications (PS) to the next meeting and provide costings for the proposed appointments.**

**The committee agreed that a survey of staff tasks was required before further decisions on a staffing structure could be made. To this effect all members of staff would be asked to complete a time and motion record sheet for four weeks the results of which would be presented at a future meeting.**

PC17-006 To discuss the staffing needs of the Council in the longer term.  
**Deferred to a future meeting.**

PC17-007 Items for notification: To determine items to be added to the next meeting's agenda.

- **Staffing needs of the Council in the longer term.**
- **JD and PS as well as costings for additional posts.**
- **Results of time and motion study**

PC17-008 To confirm the date and time of the next meeting.  
**The date for the next meeting was confirmed as Wednesday 8<sup>th</sup> February at 18.30. At this meeting JD and PS as well as costings for the new posts would be discussed.**  
**The committee agreed a meeting on 22 March at 17.30. The results of the time and motion study would be expected by then.**

The meeting closed at 18.35.

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

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