

Minutes of the Clipstone Parish Council Personnel Committee Meeting held on 26 April 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

PC17-033	To receive and resolve to approve apologies for absence. None.
PC17-034	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.
PC17-035	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.
PC17-036	To receive minutes of the previous personnel committee meeting and resolve to sign these as a true record of that meeting . The committee received the minutes of the Personnel Committee meetin 22/03/2017 and resolved to duly sign these as a true record.
PC17-037	To receive updates resulting from the previous meeting's minutes. (for information only) The clerk reported on the progress in the recruitment progress. Shortlisting packs had been distributed. A member of staff had returned fro sick leave following an operation.
PC17-038	To receive the results of the time and motion study. The committee felt that the time and motion study had not yielded the results hoped for due to inconsistencies in the recording by the individuals and unusual events. A more targeted review would need to be undertaken with clearly defined areas of interrogation. However four distinct areas could be identified for the parish workers: <ul style="list-style-type: none"> • Village Hall caretaking and maintenance • Cemetery • Litter Picking • Maintenance of Open spaces managed by the PC
PC17-039	To consider a revised staffing structure reflecting future staffing needs. The committee considered a revised staffing structure.

	<p>The committee resolved that a laptop would need to be purchased to accommodate the admin assistant who would be recruited shortly. She would obtain some quotes.</p> <p>The clerk explained that a chair and desk could be sourced from existing stock.</p> <p>The committee considered a member of staff's request for additional hours during the summer months. The committee resolved to grant additional hours to make a working week of 25 hours until such time that a senior parish worker has been recruited when hours would revert back to the standard 16.</p>
PC17-040	To consider a methodology of reporting back to the committee. No decision taken
PC17-041	To approve the clerk's annual leave request. The committee approved the clerk's annual leave and TOIL request.
PC17-042	Items for notification: To determine items to be added to the next meeting's agenda. <ul style="list-style-type: none"> • Progress report Senior Parish Worker and Admin Assistant recruitment • Report on clerk's workload.
PC17-043	To confirm the date and time of the next meeting. 31 May 2017 at 17.30.

Signed as a true record of that meeting.

Signature: _____ **Date:** _____