

Wheathampstead Parish Council

Personnel Committee 12 March 2018- 18:30

Present:	Councillors	D Davies L Halford D Johnston T Reason	Chairman
		J Warren	Clerk to the Council
		Press	0
		Public	0

5541-18 Apologies

None, all present.

5542-18 Public Speaking

None.

5543-18 Specific Declarations of Interest & Dispensations

None.

5544-18 Minutes of Personnel Committee of 21 November 2017

The Chairman proposed, and it was agreed that the Minutes of the meeting held on 21 November 2017 be approved.

Resolved:

To confirm the Minutes of the meetings held on 21 November 2017 to be a true and fair account and for these to be signed by the Chairman.

5545-18 Exclusion of Press and Public

The Chairman proposed and it was agreed that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

Resolved:

To exclude press and public.

5546-18 Staffing

The Clerk's report was received and its contents noted.

Councillors noted that the Clerk's administration of NEST pension payments for office staff was now running reasonably smoothly. She reported on her attendance at the SLCC bullying and resilience course. This, as well as raising awareness of the issue, offered tools to identify when oneself or others were being bullied or at risk of bullying, and presented positive psychology and practical coping mechanisms. The course was delivered by a psychologist.

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Performance and support requirements for herself and office staff were discussed. Changes in staff over the preceding year and their need for support and training had impacted on office and evening meetings cover and it was acknowledged that this had made taking her leave problematic. The leave year ran from 1 April. The Chairman proposed, and it was agreed that the Clerk carry forward 9 days annual leave to the new leave year, and that 10 days leave be bought back.

The Clerk was authorised to administer the training budget for staff and councillors. Some events occurred annually, others were bespoke and or with last minute notification. Councillor Reason proposed, seconded by Councillor Halford, and it was agreed that a Sage course be sourced for the Finance and Meetings Administrator. Councillor Halford proposed, seconded by Councillor Johnston, and it was agreed that the Clerk attend courses conferences as in previous years including those organised by CIPFA, SADC, SLCC, HAPTC, HCC and NALC. Councillors to be notified in advance of attendance and feedback subsequently given. It was noted that the HAPTC General Data Protection Regulations course which the Clerk and several councillors planned to attend had been rescheduled for 21 March.

Resolved:

- **To note the report.**
- **Clerk to carry forward 9 days leave to the new leave year and have 10 days leave bought back.**
- **Clerk to administer the training budget for staff and councillors. An appropriate Sage course to be identified for the Finance and Meetings Administrator and the Clerk's attendance at events as in previous years including those organised by CIPFA, SADC, SLCC, HAPTC, HCC and NALC was approved, giving advance notice of attendance and subsequent feedback.**

5423-17 Readmission of Press and Public

The Chairman proposed, and it was agreed, to readmit press and public.

Resolved:

To readmit press and public

The Chairman declared the meeting closed at 18:55

Dated this day of 2018

Chairman