

Wheathampstead Parish Council

Personnel Committee 21 November 2017- 19:30

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

5376-17 Apologies

Apologies were received from Councillor D Johnston (personal reasons).

5377-17 Public Speaking

None.

5378-17 Specific Declarations of Interest & Dispensations

None.

5379-17 Minutes of Personnel Committee of 18 September 2017

The Chairman proposed, and it was agreed that the Minutes of the meeting held on 18 September 2017 be approved.

Resolved:

To confirm the Minutes of the meetings held on 18 September 2017 to be a true and fair account and for these to be signed by the Chairman.

5380-17 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.

5381-17 Staffing

The Clerk's report was received and contents noted.

The Committee Terms of Reference were discussed. It was clear that the Personnel Committee had responsibility for overall monitoring of staff and all aspects of their conditions of employment, the Clerk line managed staff and the Personnel Committee line managed the Clerk.

The chairman proposed, and it was agreed that training and meetings/conference attendance as listed by approved. This included CIPFA Fellowship lecture, SLCC Shropshire Branch

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resilience to bullying course and HAPTC General Data Protection Regulations half day course.

The new Finance and Meetings Administrator would take up post on 4 January 2018 and receive one Scale Point increment following completion of a satisfactory six month probation period. It was noted that the Events and Communications Administrator's six month probationary period ended on 1 December. Increments were recommended effective from 1 December 2017 and 1 April 2018.

Councillor Reason proposed, seconded by Councillor Halford and it was agreed, that the Events and Communications Administrator receive a two Scale Point increment effective from 1 December 2017 subject to passing her probationary period acceptably. Both Clerk and Events and Communications Administrator to receive a one Scale Point increment effective from 1 April 2018.

Resolved:

- **To note the report.**
- **Clerk to attend CIPFA Fellowship lecture, SLCC resilience to bullying course and HAPTC General Data Protection Regulations course.**
- **Events and Communications Administrator receive a two Scale Point increment effective from 1 December 2017.**
- **Clerk and Events and Communications Administrator to receive a one Scale Point increment effective from 1 April 2018.**

5382-17 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 20:35

Dated this day of 2018
Chairman