

## **Tibshelf Parish Council**

### **Minutes of the Meeting of the Personnel Committee**

**Held at 7.00 pm on Tuesday 30<sup>th</sup> July 2013 in the Village Hall, Tibshelf**

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**Present:** Councillors A E Beckett, A L Dunn, S A Ellks, R Heffer, M Scarborough, P Trevelyan and W Vardy

**In attendance:** E R Price, Parish Clerk.

**Public Participation:** No members of the public were present.

#### **NON EXEMPT ITEMS**

##### **PER13/09 Apologies for absence**

There were no apologies for absence

##### **PER13/10 Declarations of Interest**

There were no declarations of interest.

##### **PER13/11 Public Speaking**

A member of the public attended the meeting and submitted an opinion in relation to the working hours of an employee.

##### **PER13/12 Minutes of Meeting held 9<sup>th</sup> April 2013**

The minutes of the Personnel Sub Committee meeting held on 17<sup>th</sup> July 2013 were moved by Councillor R Heffer and seconded by Councillor P Trevelyan and approved as a true record.

##### **PER13/13 Exclusion of Public and Press**

It was Proposed, Seconded and Resolved that in view of the confidential nature of the business about to be transacted the press and public be excluded and instructed to withdraw (Standing Order 67).

##### **PER13/14 Update on Working Arrangements**

As previously requested by Members the Clerk produced information arising from a detailed time monitoring process which had been carried out over a period of two months by herself and the Assistant Parish Clerk. The Clerk explained many of the tasks undertaken in detail and answered a variety of questions raised by Members.

The Clerk was advised that the purpose of this monitoring task was to determine whether the Parish Clerk's and Assistant Parish Clerk's working hours could be reduced. Following further discussion it was Proposed by Councillor Heffer, Seconded by Councillor Beckett and **Resolved to Recommend to Council** that a further monitoring task be undertaken for one week in September and that this should record in detail all tasks undertaken on a minute by minute basis and that a further report be brought back to the next meeting of the Personnel Committee.

**PER13/15 Part Time Parish Rangers**

Following the decision of Parish Council to appoint a part time ranger the Clerk provided draft copies of a proposed advert, job description and person specification together with a suggestion for the supervision of the two new part time posts.

It was Proposed by Councillor Heffer, Seconded by Councillor Beckett and Resolved

- That the advert, job description and person specification be approved and that the post be advertised at the job centre and locally in shops, post office etc. If there was insufficient interest gained from this advertising then the post to be advertised in the Derbyshire Times the following week.
- That the suggestion relating to the supervision of the posts be not approved

**PER13/16 Request to Increase Working Hours**

The Clerk reported receipt of a request from the Village Hall cleaner for an increase in working hours. Following discussion it was Proposed by Councillor Beckett, Seconded by Councillor Vardy and **Resolved to Recommend to Council** that the request be not approved

Signed.....

Date.....

The meeting closed at 8:20 p.m.