

Tibshelf Parish Council

Minutes of the Meeting of the Personnel Committee

Held at 7.00 pm on Tuesday 1st July 2014 in the Village Hall, Tibshelf

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

In attendance: E R Price, Parish Clerk.

Public Participation: No members of the public were present.

NON EXEMPT ITEMS

PER14/01 Appointment of Chairman

It was Proposed by Councillor Beckett, Seconded by Councilor Trevelyan and Resolved that Councillor M Scarborough be appointed Chairman of the Personnel Committee for 2014/2015

PER14/02 Appointment of Vice Chairman

It was Proposed by Councillor Heffer, Seconded by Councilor Beckett and Resolved that Councillor P Trevelyan be appointed Vice Chairman of the Personnel Committee for 2014/2015

PER14/03 Apologies for absence

An apology for absence was received from Councillor W Vardy

PER14/04 Declarations of Interest

There were no declarations of interest.

PER14/05 Minutes of Meeting held 4th February 2014

The minutes of the meetings of Personnel Committee held on 4th February 2014 were moved by Councillor A Beckett and seconded by Councillor A Dunn and approved as a true record.

PER14/06 Staff Appraisals

The Clerk submitted a timetable of staff appraisals which she would be undertaking over the summer months. The results would be collated and brought to the next meeting of the Personnel Committee in October

PER14/07 Update on Working Arrangements

Parish Rangers and Weekend Litter Picker

The Clerk submitted a positive report on the new working arrangements being undertaken by the Parish Rangers and Weekend Litter Picker. The arrangements appeared to have settled satisfactorily since coming in to operation formally on 1st April. The Clerk would continue to monitor the arrangements and report back to the next meeting of the Personnel Committee in October

Village Hall Cleaning

The Clerk submitted a detailed report on the new working arrangements for cleaning in the Village Hall. This was now being undertaken by the Cleaner, who had now returned from sick leave, and the Relief Cleaner who had carried out duties covering all shifts during the cleaner's absence.

A rota of work had now been established to cover the usage of the village hall. The rota resulted in the Cleaner and the relief cleaner both doing 6 hours of work each week. In the circumstances members were asked to consider changing the Relief Cleaners title to Cleaner and amend her contract accordingly to establish a more stable working arrangement.

It was Proposed by Councillor Heffer, Seconded by Councillor Trevelyan and **Resolved to recommend to Council** that the Relief Cleaners title be changed to Cleaner and that she be established on the same contract as the existing Cleaner

PER14/08 Date of Next Meeting

The next meeting was scheduled to be held on 7th October 2014

Signed.....

Date.....

The meeting closed at 8.05 p.m.