

Tibshelf Parish Council

Minutes of the Meeting of the Personnel Committee

Held at 6.00 pm on Wednesday 17th July 2013 in the Village Hall, Tibshelf

Present: Councillors 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

PER13/01 Appointment of Chair

It was PROPOSED by Councillor R Heffer, SECONDED by Councillor W Vardy and RESOLVED that **Councillor M Scarborough** be appointed Chairman of the Personnel Committee for the municipal year 2013/2014.

PER13/02 Appointment of Vice Chair

It was PROPOSED by Councillor R Heffer, SECONDED by Councillor W Vardy and RESOLVED that **Councillor P Trevelyan** be appointed Vice Chairman of the Personnel Committee for the municipal year 2013/2014.

PER13/03 Apologies for absence

An apology for absence was received from Councillor A Beckett

PER13/04 Declarations of Interest

There were no declarations of interest.

PER13/05 Public Speaking

None present.

PER13/06 Minutes of Meeting held 9th April 2013

The minutes of the Personnel Sub Committee meeting held on 9th April 2013 were moved by Councillor R Heffer and seconded by Councillor P Trevelyan and approved as a true record.

PER13/07 Exclusion of Public and Press

There were no public or press present.

PER13/08 Request for Reduction in Working Hours

Members considered in detail an application from the Parish Ranger for a reduction in working hours.

It was Proposed by Councillor Heffer, Seconded by Councillor Vardy and **Resolved to Recommend to Council:**

- That the Parish Ranger be offered a reduced contract of 20 hours per week subject to the successful recruitment of a second part time employee working 20 hours per week
- That the Parish Ranger continues to fulfil his full time post during the recruitment period
- That, subject to the successful recruitment, a date for the commencement of the part time hours be negotiated with the Parish Ranger at that time
- That the Parish Ranger be required to keep a detailed record of all tasks, and the time taken for each, on a day to day basis, in order that the job descriptions and contracts of employment for each post can be accurately assessed
- That, in the event that the parish council are unable to recruit, the application for reduced hours be re considered by Personnel Committee to determine how the demands of the job could be met.

Signed.....

Date.....

The meeting closed at 7:50 p.m.