

Shedfield Parish Council

(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)

MINUTES

PERSONNEL & PROCEDURES COMMITTEE MEETING Held on 19 January at 7.30 pm AT THE PAVILION, SHEDFIELD

Present:

Parish Councillors: Jess Bond presiding, Alan Cox, Roy Skelding, David Ogden

Apologies – None

Declarations of interest - none

Minutes of the meeting held 16 September signed as correct

Public participation - none

15/1 It was resolved to exclude Press and Public from the following items in accordance with S100 and S102 of the Local Government 1972. No Press or Public were in attendance.

15/2 Staffing Matters

- (i) Cllr Cox had carried out mid-term appraisals for the two new members of staff. It was agreed that the RFO be confirmed in post as he had now served 4 months probationary period and that the Clerk would also be reviewed after 4 months..
- (ii) It was agreed that the RFO would be offered a Contract plus Terms and Conditions as per draft previously circulated and a salary increase would be offered. He has been with us for four months. It was decided that the Clerk position would also be reviewed after four months.
- (iii) Job Descriptions and Contracts for all three staff would be updated, including a new job description outlining the increased responsibilities, for the amended post of Planning & Project Officer.
- (iv) Working hours were discussed and it was felt that there should be some point during a month when all staff would meet together, perhaps with the Chair of Council and Appraisals Manager(s).
- (v) It was decided that given the irregularity of staff hours, a lunch break of a minimum 20 minutes (unpaid) must be taken after six hours work.
- (vi) It was agreed that the Appraisal Manager for the RFO should be the Chair of Finance. However, since the Chair of Finance is also Chair of Council that was considered inappropriate. The Vice Chair of Finance will be invited to take over the role of Appraisal Manager for the RFO.
- (vii) Pensions arrangements – before the meeting lengthy discussions were held with a Pensions Consultant, which was very helpful and will be discussed further at a later date.

Next Meeting 27 April 2015

With no further business to be transacted the meeting closed at 9.10 pm

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