

**BROCKWORTH PARISH COUNCIL
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON WEDNESDAY 29 APRIL 2015 AT 7.00PM AT BPC OFFICES**

Present: Cllr J Hunt (Chair), Cllr C Neal, Cllr R Furolo, Cllr Hobden
Mrs J Shirley (Parish Clerk)

224/PC APOLOGIES FOR ABSENCE

Apologies were received from Cllr Clarke; the Committee accepted the apologies and reason given for absence.

225/PC TO RECEIVE DECLARATIONS OF INTEREST

None

226/PC MINUTES

The minutes from the Personnel Committee meeting held on 14 January 2015 were approved.

227/PC SEPARATE BUSINESS

Pursuant to 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that, because of the confidential nature of the business to be transacted, the public and press were excluded from the meeting during the consideration of:

1. The Committee noted the overtime breakdown for the past few months.
2. The Committee received the staff annual appraisals and following a suggesting by one member of staff agreed to include meeting the staff in the new councillors' induction process. The Committee also asked that the Council's appreciation for all the hard work undertaken be passed onto each member of staff. Cllr Neal was nominated to sign the appraisal forms. **Action: Clerk.**
3. The Committee noted that the personnel policies due for review and updated with the latest legislative changes including the new shared parental leave legislation; this will be deferred to the new clerk to undertake. **Action: Clerk.**
4. The Committee noted that the usual Reception holiday cover person was no longer available and authorised the use of a local employment agency to cover periods of holiday. **Action: Clerk.**
5. The Committee received the Clerk's resignation and discussed the recruitment arrangements. The job advert, person specification and application form were amended and agreed. It was further agreed that the closing date for applications will be Thursday 14 May 2015 at 12 noon, with interviews taking place on Thursday 21 May 2015.

The Clerk left the room for the next item.

6. The Committee discussed interim clerk arrangements and considered the two offers of locum clerk and agreed that Mrs Shirley (the out-going clerk) would be asked to continue for one day per week plus two evening council meetings until the new clerk is in place. Cllr Neal will take minutes for the Annual Parish Meeting on 27 May 2015.

228/FC DATE OF NEXT MEETING

To be arranged as necessary.

There being no further business, the meeting closed 8.40pm.

Signed

Date