

**BROCKWORTH PARISH COUNCIL
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON WEDNESDAY 17 DECEMBER 2014 AT 7.00PM AT BPC OFFICES**

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

214/PC APOLOGIES FOR ABSENCE
None.

215/PC TO RECEIVE DECLARATIONS OF INTEREST
None

216/PC MINUTES
The minutes from the Personnel Committee meeting held on 17 September 2014 were approved.

217/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 reviewed the overtime analysis for the year to date and noted that some overtime had increased due to holiday and sickness cover.
2. The Committee reviewed the Clerk's salary and agreed to the increase outlined in the updated National Pay Scales with effect from 1st January 2015. **Action: Clerk.**
3. The Committee instructed the Clerk to carry out a review of the kitchen staffing arrangements, meeting with the staff as appropriate, and provide a report to the next meeting on Wednesday 14 January 2015. **Action Clerk.**
4. The kitchen assistant's temporary contract will continue until the staffing review has been completed. **Action: Clerk.**
5. It was agreed that the Clerk will attend the "Finance Revisited" training course on 14th January 2015 10am until 1pm at a cost of £25. **Action: Clerk.**

218/FC DATE OF NEXT MEETING

The next meeting will take place on Wednesday 14 January 2015 at 7pm.

There being no further business, the meeting closed at 7.30pm.

Signed

Date