

**BROCKWORTH PARISH COUNCIL  
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD ON WEDNESDAY 17 SEPTEMBER 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)

**208/PC APOLOGIES FOR ABSENCE**

None.

**209/PC TO ELECT A CHAIRMAN FOR THE ENSUING YEAR**

Cllr Hunt was unanimously elected as Chair to the committee.

**210/PC TO RECEIVE DECLARATIONS OF INTEREST**

None

**211/PC MINUTES**

The minutes from the Personnel Committee meeting held on 7 May 2014 were approved.

**212/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 received completed annual appraisals for the Clerk, Catering Supervisor and Kitchen Assistant.
2. The Committee reviewed the overtime analysis for the year to date and noted that the overtime has decreased.
3. The Committee carried out the annual review of staff salaries and agreed increases for the staff minus the Clerk with effect from 1<sup>st</sup> October and agreed the contractual increment for the Clerk to SCP 34 with effect from 1<sup>st</sup> October 2014 due to the completion of the Foundation Degree in Community Engagement and Governance. It was noted that the Clerk's salary will be reviewed again when the NJC eventually agree the salary scales for 2014/15. **Action Clerk.**
4. The Committee discussed the staffing budget for 2015/16 and agreed to include an allowance for statutory increases on salaries and pensions.

Cllr Hobden arrived to the meeting.

**213/PC DATE OF NEXT MEETING**

The next meeting to be arranged as required.

There being no further business, the meeting closed at 7.50pm.

Signed .....

Date .....