

**BROCKWORTH PARISH COUNCIL
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON WEDNESDAY 22 JANUARY 2014 AT 7.00PM AT BPC OFFICES**

Present: Cllr J Hunt (Chair), Cllr C Neal, Cllr R Furolo, Cllr F Miles, Cllr V Perez, Cllr J Clarke,
Mrs J Shirley (Parish Clerk)

188/PC APOLOGIES FOR ABSENCE

None

189/PC TO RECEIVE DECLARATIONS OF INTEREST

None

190/PC MINUTES

The minutes from the Personnel Committee meeting held on 16 October 2013 were approved.

191/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 staff overtime for the past 3 months. The Committee will continue to monitor the staff overtime at each meeting.
2. The Committee discussed recruiting to fill the Catering Assistant vacancy. It was agreed to change the job title to "Second Cook" to emphasise the cooking part of the role, and the Committee authorised the Clerk to advertise the vacancy on Gumtree and the Job Centre (both of which allow free job adverts) and also locally on parish notice boards. The Committee would like the successful applicant to be on 3-month probation and then review the kitchen staff arrangements. It was further agreed that the Clerk and Cllr Miles will interview the candidates along with the Catering Supervisor. The closing date for applications is 7th February 2014 with interviews taking place on Thursday 20th February.

The Committee authorised the Clerk to use temporary cover for the vacancy through an agency, quoted at £11.01+VAT per hour, until a replacement has been appointed.

3. The Committee discussed changes to the Local Government Pension Scheme regulations from 1st April 2014 and the requirement for each job to have a payroll record. This has implications for one member of staff that is employed in two roles. The Committee agreed that if acceptable to the member of staff, that the two roles would be merged into one job, providing the cleaning aspect of the job is completed before the community centre opens each weekday. The Clerk was instructed to explain the implications to the member of staff before they sign the updated contract that will reflect the change.

The Council's Pension Policy is to be updated with the latest contribution figures and the current lower earnings threshold. Cllr Furolo requested that the Clerk find out if it is possible for the parish council to cease being members of the Local Government Pension Scheme and opt for an alternative pension provider. **Action: Clerk** to find out and report back at the next meeting.

192/PC DATE OF NEXT MEETING

The next meeting will be held on Wednesday 26 February 2014 at 7pm to receive an update on the kitchen vacancy and information on the pension scheme.

There being no further business, the meeting closed at 8.30pm.

Signed

Date