

**BROCKWORTH PARISH COUNCIL  
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD ON WEDNESDAY 14 JANUARY 2015 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)

**219/PC APOLOGIES FOR ABSENCE**

None.

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

None

**221/PC MINUTES**

The minutes from the Personnel Committee meeting held on 17 December 2014 were approved.

**222/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 options for the kitchen staffing arrangements and agreed the following:
  - a. The Monday kitchen assistant role has become redundant due to insufficient business in the coffee shop on Mondays. The Committee considered re-deployment but there were no other vacancies or need in the Coffee Shop on other days. The post will become redundant with effect 1<sup>st</sup> February 2015 and the postholder will be paid in lieu of notice plus the legally obliged redundancy payment.
  - b. The Friday kitchen assistant role will be varied to include additional duties in the coffee shop so that the postholder can carry out all the same duties as the other kitchen staff, such as operate the till, make sandwiches etc.
  - c. The Catering Supervisor and second Cook working hours will be amended. They will work Tuesday to Friday 5 hours per day each starting at either 9am or 10.45am; this is to reduce overtime and ensure there is kitchen cover for a wider portion of the day with two staff working over the busy lunchtime period. The Catering Supervisor will work Mondays 10am until 3pm as she will be the only member of kitchen staff on Mondays.

The Clerk was delegated to action all the above decisions.

2. The Committee confirmed that the Clerk is to arrange staff cover for the Administrator's leave in April and May. The Clerk will cover the Assistant Clerk's leave in May and June.

**223/FC DATE OF NEXT MEETING**

To be arranged as necessary.

There being no further business, the meeting closed at 7.40pm.

Signed .....

Date .....