

**BROCKWORTH PARISH COUNCIL
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON WEDNESDAY 17 AUGUST 2011 AT 9.15PM AT BPC OFFICES**

Present: J Hunt (Chair); R Furolo, Mrs S Lefeuvre-Wellard, Mrs C Neal, Cllr J Perez; Mrs. J Shirley (Parish Clerk)

Members of Public Present: None

Members of Press Present: None

107/PC TO RECEIVE APOLOGIES FOR ABSENCE

None.

108/PC MINUTES

The minutes from the Personnel Committee meeting held on 8th August 2011 were approved and signed.

109/PC SEPARATE BUSINESS

The Chairman will move the adoption of the following resolution:

That under Section 100(A)(4) Local Government Act 1972, the public be excluded for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

The committee received an update from the Chairman on the current long-term sick leave of one member of staff. It was agreed that the Clerk will refer the employee for a 2nd appointment with Occupational Health. **Action: Clerk.**

It was agreed that temporary agency staff would continue to be used to cover the reception until Friday 9th September. **Action: Clerk.**

Cllr Furolo suggested that our Sage cover may allow access to HR advice. **Action: Clerk** to investigate.

There was a discussion about staff contracts and terms and conditions; the Clerk was instructed to look into the possibility of having a different set of T&Cs for all future new members of staff. **Action: Clerk.**

110/PC DATE OF NEXT MEETING – Monday 5th September at 3pm.

The meeting closed at 9.50pm.

Signed

Date