

**BROCKWORTH PARISH COUNCIL
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON WEDNESDAY 4 AUGUST 2010 AT 2.00PM AT BPC OFFICES**

Present: Mrs. J Flounders (Chair), J Hunt; R Furolo, Mrs C Neal; Mrs. J Shirley (Parish Clerk)
Members of Public Present: None
Members of Press Present: None

084/PC TO RECEIVE APOLOGIES FOR ABSENCE
Apologies were received from Cllr Clarke and Cllr Perez.

085/PC MINUTES
The minutes from the Personnel Committee meeting held on 23rd June 2010 were approved and signed.

086/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.

Staffing Matters

The meeting discussed the recent resignation of the Cleaning Supervisor and agreed that the Clerk and the Building Administrator along with one councillor would conduct the internal interviews, and it was agreed to interview the two existing staff members that have expressed an interest in the vacancy. Following the interviews, the Clerk would consult with the Chair of the Personnel Committee before making any decisions regarding the vacancy. **Action: Clerk to request Cllr Lefeuve-Wellard to assist with the interviews and arrange dates/times.**

Further Education for the Clerk

The Clerk circulated an overview of the Community Engagement and Governance Foundation degree that is available at the University of Gloucestershire. The Clerk had expressed an interest in doing one or two modules of the degree in the coming academic year. After answering a few questions, the Clerk left the room so that the Committee could discuss the matter. The Committee agreed that the Parish Council will pay for one module at £650 providing the Clerk carries out the studies in her own time. If the Clerk leaves the employment of the Parish Council within 2 years (from the completion date of the module) then the Clerk will refund the full amount to the Council.

Pay Review

A briefing had been received through GAPTC regarding the Local Government Pay and the Chancellor's Budget Statement. The briefing set out that the position on local government pay for 2010/11 is that the employers have not offered an increased and this will not change. The Committee agreed that no "cost of living" pay increases would be offered to staff and that a letter should be sent to each employee explaining the reasons. The Committee reviewed the pay of the Conference Centre Assistant who will be completing probation soon. They agreed that due to the success of the incumbent that a pay increase of 53p per hour would be implemented from 1st August 2010 which brings them onto the same hourly rate as the next member of staff on the salary scales.

087/PC DATE OF NEXT MEETING - to be arranged.

The meeting closed at 2.45pm.

Signed

Date