

**BROCKWORTH PARISH COUNCIL  
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD ON MONDAY 5 SEPTEMBER 2011 AT 3.00PM AT BPC OFFICES**

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

**Members of Public Present:** None

**Members of Press Present:** None

**111/PC TO RECEIVE APOLOGIES FOR ABSENCE**

None.

**112/PC MINUTES**

The minutes from the Personnel Committee meeting held on 17<sup>th</sup> August 2011 were approved and signed.

**113/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 meeting agreed to renew the temporary contract for the Kitchen Assistant role for a further 6 months. Clerk also to check when a fixed term contract becomes a permanent position.

**Action: Clerk.**

The meeting received an update on the review of staff Terms and Conditions. The Clerk circulated information from ACAS. The meeting agreed that it would not review existing employees' Terms and Conditions but would like to introduce new T&Cs for all new staff. There was some discussion as to what the T&Cs would be and it was agreed that the Clerk would put together some options for the committee to consider in due course. **Action: Clerk.**

The meeting agreed that the Clerk and Handyperson will attend refresher Emergency First Aid training at St John's Ambulance. **Action: Clerk to arrange.**

The meeting received an update on the current long-term sick leave of one member of staff. The meeting agreed that Occupational Health can request a report from the employee's own doctor and would see the employee again in four weeks time. The meeting expressed concern that there appeared to be little being offered to the employee by the NHS in terms of aiding a speedy recovery. It was agreed that the role will continue to be covered by agency staff.

The meeting agreed that the Clerk will draft a Capability Policy for adoption by the committee. **Action: Clerk.**

**114/PC DATE OF NEXT MEETING – to be arranged once updated information becomes available following the actions listed above.**

**The meeting closed at 4.15pm.**

Signed .....

Date .....