



# MINUTES OF MEETING - PERSONNEL COMMITTEE 11.02.2016

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**Minutes of Palgrave Parish Council Personnel Committee Meeting held on Thursday 11<sup>th</sup>  
February 2016 at 7:30pm in Palgrave Community Centre.**

**Present:** Cllrs Ms V Pudney (Chairman), Mrs E Bootman, K Charman.

**Also present:** Cllr M Bootman.

**Members of the Public:** none.

**P02.11.1 Apologies for absence:** none.

**P02.11.2 Members Declarations of Interest and Dispensations:** none.

**P02.11.3 Terms of Reference:** Having reviewed the draft in detail, AGREED to recommend it be approved but: (i) to be a Committee not sub-Committee; (ii) that it should comprise 4 Councillors with 3 needed for a Quorum; (iii) draft para. 7 to be deleted and (iv) to be reviewed every 4 years.

**P02.11.4 Contract of Employment:** Having reviewed the draft in detail, AGREED to recommend it be adopted with minor amendments or additions to draft paras. 5.1, 10.4, 11.3, 13.2, 15.1, 16.1 and 21.4 and subject to clarification of certain points by SALC concerning paras. 6.2 (consultation on revised duties), 15.5 (compassionate leave) and 21. (exercise of option to retire at 65).

**P02.11.5 Job Descriptions:**

**P02.11.5.1 Clerk:** NOTED the Model Form but DEFERRED consideration pending minor changes.

**P02.11.5.2 Responsible Financial Officer:** AGREED to recommend that the draft be adopted.

**P02.11.6 Policies and Procedures:**

**P02.11.6.1 Policies:** NOTED that the Model Contract of Employment referred to a number of Policies and AGREED to defer consideration of these pending preparation of drafts of each;

**P02.11.6.2 Procedures:** AGREED subject to cosmetic changes to recommend adoption of the draft Application Form, draft Appraisal Form and proposals for a Timesheet.

**P02.11.7 Pension Arrangements:** NOTED the staging date for Palgrave PC as 1<sup>st</sup> February 2016, the legal obligations placed on the Council as an employer as explained in the NALC circular.

**P02.11.8 Vacancy for Clerk and RFO:** AGREED to recommend that the vacancy preferably be filled by a person who is CiLCA-qualified or well on the way to such qualification.

**P02.11.9 Next meeting:** date to be agreed.

**P02.11.10 Exclusion of the Public:** RESOLVED to exclude the public during consideration of a confidential staffing matter.

**MEETING CLOSED:** 9.15 p.m.