

DRAFT MINUTES
PERSONNEL COMMITTEE MEETING

Friday 2nd August 2019, 1.30pm
Parish Council Office

Present: Cllrs Mrs. Aston, Mr. Sharp and Mr. Truesdale (Chair)
Clerk Ms. Gilbert
No members of the public

S20 1 APOLOGIES - None all were present.

S20 2 DECLARATIONS OF INTEREST - There were no declarations of interest

S20 3 MINUTES

The minutes of the meeting held on 12th April 2019 were AGREED as a true record and signed.

S20 4 RECRUITMENT OF AN ASSISTANT CLERK

(i) Job description, person specification, spinal point and salary for the position of Assistant Clerk.

When recruiting last year, it was agreed to increase the hours for the Deputy / Assistant Clerk to 1xFTE (37h/week) and to remain flexible as to whether the position was filled by one full-time employee or by two part-time. The position of Deputy Clerk was filled by Mrs Marden on a part-time basis (20h). This leaves an additional 17h to make up the FTE and in April the budget was set on this basis and it was agreed to recruit a 3rd person.

The job description was updated and includes reception and communications (social media and newsletter) responsibilities.

It was AGREED that the role should be offered on SLCC scale point SCP17 and should be temporary until the end of the financial year, with a view to making it permanent after this. The Clerk has checked the pension auto-enrolment regulations and confirmed that the salary offered would mean auto-enrolment in the pension scheme, regardless of the temporary contract.

(ii) The Clerk has been approached by someone looking for work with some clerking experience, who will be interviewed after this meeting. She is looking for part-time work and is happy with 17h/week. If necessary additional hours could be potentially be negotiated in the future.

If the aforementioned candidate does not work out then it may be possible to use the Bucks CC agency staff agreement that the Parish Council signed up for. Failing that and advert will need to be put out and possibly use a recruitment agency.

S20 5 SICK PAY POLICY

It was AGREED to ADOPT the draft sick pay policy which is in line with staff contracts.

S20 6 TEMPORARY SICKNESS COVER

It was AGREED to utilise the staffing contingency for additional temporary help to cover staff sickness if required.

S20 7 DATES OF FUTURE MEETINGS – To be confirmed

CLOSURE OF THE MEETING - The meeting closed at 2.12pm.

Signed: _____ DRAFT _____
Chair

Date: 2019