



ALBRIGHTON PARISH COUNCIL

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ALBRIGHTON PARISH COUNCIL MINUTES OF THE PERSONNEL COMMITTEE 16th March 2017 at 6.30 pm in the Council meeting room

Present: Cllrs. S Pledger (Chairman), P Harrison, C Hassall, P Illes, S Kirkland.

In attendance: M Ward, Clerk to Albrighton Parish Council.

1. Apologies

To receive and approve apologies for absence. Members are asked to give their apologies direct to the Clerk.

There were no apologies.

2. Declarations of Interest

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. Members must fill out the declarations of Interests Forms for submission.

Where a member indicates that they have a prejudicial interest, but wish to make representation regarding the item before leaving the meeting, they must do so under item 4(D) of Public Participation.

There were no declarations of interest.

3. Minutes of previous meeting

To consider the minutes of the previous meeting held on 2nd March 2017.

Cllr Hassall stated that she was present for the meeting from item 5 of the agenda onwards.

With this one addition Cllr. Kirkland proposed that the minutes were a true and accurate record which was seconded by Cllr. Harrison and agreed by the committee 4 – 0 with 1 abstention.

4. Action points arising from the previous meeting

To consider action points arising from the previous meeting held on 2nd March 2017.

The action points were noted by the committee.

5. Matters arising

To consider any issues arising from the minutes that are not included on the agenda.

Cllr Hassall asked about the salary and holiday entitlement of the Council Clerk and it was agreed that the previous minutes should be enacted and a new contract produced and signed for the Clerk which embraced recent changes.

6. Management of the reduction in the branch librarian's hours with effect from June/July 2017

To consider a request from the branch librarian to reduce her hours by no longer working on Saturday mornings and, if approved, making arrangements to fill the vacancy.

The Chairman informed members that the branch librarian wished to reduce her hours by no longer working Saturday mornings and she would like another of the candidates who was recently interviewed to take on the vacancy. Cllr. Harrison stated that he was concerned that procedures would not be properly followed if this was done as requested and Cllr. Kirkland said that all of the other unsuccessful candidates should be offered the opportunity, a view supported by Cllr. Illes. Cllr. Hassall said that additional training could be offered to those whose skills were lacking.

Cllr. Kirkland proposed that the offer of additional hours should first be offered to the new library assistant and if she refused the opportunity the job on Saturday mornings should be re-advertised. Cllr. Illes seconded the motion which unanimously agreed by the committee.

The Clerk was asked to see the branch librarian and inform her of the decision and ask for her request in writing.

7. Update on progress with regard to the Albrighton Flyer handbook

To review the arrangements for the editing of the model driver's handbook and the co-ordination of the comments by Cllr. Illes.

Cllr. Illes had received the amended copy of the draft drivers' handbook previously circulated to committee members for their comments but the various remarks were difficult to interpret. Cllr. Kirkland volunteered to take the draft and process it and produce the new draft which could be considered by the full council. Members went on to discuss the use of the Flyer for school journeys, particularly for residents of RAF Cosford, which Cllr. Pledger had explored although much work needed to be done before this could be agreed.

8. Any other business

Members discussed the issue of the main Flyer driver's annual leave entitlement, much of which had not been taken in the current leave year. Members agreed that there was a substantial period of several months when there was no second driver who could maintain the service during a holiday period and given these circumstances that it would be appropriate to offer the driver a means of carrying forward paid leave from the 2016/17 year after 1st April 2017. The committee agreed to

offer an extra four days during the 2017/18 year to take account of the difficulties experienced during the last quarter of 2017 to be taken before the end of June.

9. Date and time of future meeting

The committee agreed to leave a date for a future meeting to be decided as issues arose that required a committee response.

There being no further business the meeting closed at 7.11 pm.

Signed.....Date.....
Chairman