

**ALBRIGHTON PARISH COUNCIL  
MINUTES OF THE PERSONNEL COMMITTEE  
Thursday 5<sup>th</sup> February 2015 at 6.15 pm in the Red House**

Minutes of the Albrighton Parish Council personnel committee held on 5<sup>th</sup> February 2015 at 6.15 pm in the Red House.

**PRESENT:** Cllrs. S Pledger (Chair), P Griffin, P Harrison, P Illes.

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

**1. Apologies for absence.**

There were no apologies for absence.

**2. Minutes of the Personnel Committee held on 17<sup>th</sup> December 2014.**

Cllr. Harrison proposed that the minutes were a true and accurate record which was seconded by Cllr. Illes and unanimously agreed by the committee.

**3. Matters arising.**

The Chair informed members that an appraisal meeting had been held with the Clerk and three key projects had been identified including the Flyer operation 2015/16, the approbation ceremony in September 2015 and a possible move of the council office during the next months.

**4. To receive copies of the Clerk's job description and person specification from appointment from April 2008.**

Cllr. Illes pointed out that the Clerk's contract was based on a template from SALC and a job description could not cover all aspects of the Clerk's job. Cllr. Griffin felt that there was no need to change the contract and noted that the RFO work was extensively broken down in the job description – a model that could be applied to other parts of the Clerk's job description if it was felt to be desirable. He was pleased to see that all three documents had been agreed and were in place although the person specification would need modification if a new appointment was made. Members discussed whether it was necessary to copy the documents to all Council members but Cllrs. Griffin and Illes felt that any new Councillor should be given copies as part of the induction process.

**5. To review the Clerk's working hours as agreed at the full council meeting of 15<sup>th</sup> January 2015.**

Members of the committee agreed that the Clerk must be able to manage his working hours and have time off to compensate for extra hours. The Clerk agreed to keep a log of his

working times in his diary. Any time off to make up for extra hours would need to be taken in small chunks in order to avoid damaging the service offered to the public.

**6. To consider travelling expenses for the Clerk associated with council meetings in the evening.**

The committee agreed that evening meetings should be managed within the total hours and there was discussion as to whether the Clerk should be given a tank full of fuel to cover extra expenses for evening meetings. At the end of the discussion members re-iterated the need for the Clerk to manage his hours on a sensible basis.

**7. Any other business.**

Cllr. Harrison informed members that a similar sized council locally had significantly increased hours given to the Clerk, the RFO and clerical support. Cllr. Griffin thanked members of the committee for adjusting the times of meetings so that he was able to attend outside of his working day.

**8. Date of next meeting.**

Thursday 4<sup>th</sup> June 2015 at 6.15 pm in the Red House.

There being no further business the meeting closed at 7.05 pm.

Signed.....Date.....  
Chair