



**ALBRIGHTON PARISH COUNCIL
MINUTES OF THE PERSONNEL COMMITTEE
2nd February 2017 at 6.00 pm in the council meeting room**

Minutes of the Albrighton Parish Council Personnel Committee held on 2nd February 2017 at 6.00 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

Cllr. P Griffin (work commitments).

Cllr. Griffins apologies were accepted by the committee.

2. MINUTES OF THE PERSONNEL COMMITTEE 11TH JANUARY 2017

Cllr. Illes proposed that the minutes of the Personnel Committee meeting held on 11th January 2017 were a true and accurate record which was seconded by Cllr. Harrison and agreed by the committee 3 – 0.

The minutes were signed by the chairman.

3. ACTION POINTS ARISING FROM THE MINUTES.

Members agreed that all of the action points arising from the Personnel Committee held on 11th January 2017 had been completed.

4. SHORTLISTING OF CANDIDATES

Members reviewed each of the four candidates' applications for the vacant post of library assistant to work 1.00 – 5.00 pm on Wednesday afternoons. It was agreed that all four candidates were of interest and that their particulars should be kept on file in case of future vacancies.

Cllr. Pledger proposed that all four candidates should be interviewed for the vacancy which was seconded by Cllr. Illes and unanimously agreed by the committee.

5. ARRANGEMENTS FOR THE INTERVIEWING OF THE SHORTLISTED CANDIDATES

Members agreed that the branch librarian should be involved with the interviews together with Cllrs. Pledger and Kirkland. One candidate would be interviewed on Tuesday 7th February at 1.00 pm and the other three on Wednesday 8th February between 3.30 – 5.00 pm. The committee also

agreed that the recommendation for the successful candidate should be taken to the full council for approval at the meeting on 16th February 2017.

6. STAFFING ISSUES

Administrative Assistant

The contract for the Administrative Assistant was amended with regard to the revised days of working. This contract, together with the one for the new Flyer driver and library assistant, was approved and all three would be recommended to full council for approval and signing.

Flyer driver

Cllr. Pledger proposed that the committee should go into confidential session for this one item which was seconded by Cllr. Hassall and agreed by the committee 4 – 1.

At the end of the discussion members agreed that a drivers' handbook should be produced and that tracker software should be installed on the council computers to be used by the Clerk and Admin Assistant once this recommendation has been approved by full council.

7. TO REVIEW THE REVISED COMPLAINTS POLICY

Cllr. Illes outlined his amendments to the original policy produced by Cllr. Beechey. Members agreed on a number of revisions and the clerk was asked to produce a final draft which would be taken to full council for approval.

8. DATE AND TIME OF NEXT MEETING

Members agreed that the next meeting of the Albrighton Parish Council Personnel Committee would be held on Thursday 2nd March at 6.30 pm in the council meeting room.

There being no further business the meeting closed at 7.02 pm.

Signed..... Date

Chairman