

MINUTES OF THE PERSONNEL COMMITTEE MEETING Thursday 14th January 2016 at 6.00 pm in the Red House

Minutes of the Albrighton Parish Council Personnel Committee held on Thursday 14th January 2016 at 6.00 pm in the Red House.

PRESENT: Cllrs. S Pledger (Chairman), P Harrison, C Hassall for the last part of item 6, P Illes.

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

In order to save time members agreed to start the meeting at 5.30 pm.

1. APOLOGIES.

Cllr. P Griffin (work commitments).

Cllr. Griffin's apologies were accepted by the committee.

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.

There were no declarations of interest.

3. MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 4TH NOVEMBER 2015.

Cllr. Illes asked that the word 'substantive' be added to the phrase 'normal council business' in line 4 of agenda item 2.

With this one addition Cllr. Illes proposed that the minutes were a true and accurate record which was seconded by Cllr. Pledger and agreed by the committee 2 – 0 with 2 abstentions.

4. MATTERS ARISING.

At Cllr. Illes' suggestion it was agreed that a proposal to alter the status of current committee meetings to that of working parties should be put to full council before May 2016.

5. TO REVIEW THE LATEST CONTRACT OF EMPLOYMENT FOR PARISH COUNCIL CLERKS (2011) AND THE RESPONSE FROM DIANNE DORRELL OF SALC REGARDING PAYMENTS CROSSING THE BANDING AND INCREMENTS FOR ADDITIONAL QUALIFICATIONS AND RESPONSIBILITIES.

The clerk left the meeting for this item which was conducted on a confidential basis.

6. TO REVIEW ARRANGEMENTS FOR THE APPOINTMENT OF AN ADMIN ASSISTANT INCLUDING SALARY PAYMENTS.

Members of the committee went through the candidates who had agreed to attend for interview and the clerk was asked to rearrange the schedule to avoid unnecessary time wasting for members of the interview panel. Suitable questions were discussed and Cllr. Illes agreed to produce an interview schedule, a list of questions and assessment aids for use by the members of the interview panel and pass them to the clerk for distribution. It was agreed that the committee would meet again on Monday 25th January after the final interview.

7. ANY OTHER BUSINESS.

There was no further business.

8. DATE AND TIME OF NEXT MEETING.

Members agreed to call a future meeting as required.

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