



ALBRIGHTON PARISH COUNCIL
MINUTES OF THE PERSONNEL COMMITTEE
11th January 2017 at 4.00 pm in the council meeting room

Minutes of the Albrighton Parish Council Personnel Committee held on Wednesday 11th January 2017 in the council meeting room.

PRESENT: Cllrs. S Pledger (Chairman), P Harrison, P Illes.

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

1. Apologies

Cllr. S Kirkland (work commitments).

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

2. Minutes of the previous meeting

- **Minutes of the Personnel Committee held on 16th November 2016:**

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

3. To consider two models for holiday entitlement including bank and national holidays to be applied to all council staff.

Members of the committee considered a model for holiday entitlement for council staff submitted by the Human Resources Department of Shropshire Council, and notes by the clerk. The model was based on a full-time week of 37 hours carrying a 25-day holiday entitlement with all public holidays in addition. An extra five days to a maximum of 30 for staff who had worked 5 years of continuous service in the public sector was included in the scheme. Part time staff would have an allowance on a pro-rata basis.

Cllr. Illes proposed that the model should be adopted by the committee and recommended it for implementation by the full council at its meeting on 19th January which was seconded by Cllr. Harrison and agreed by the committee.

The clerk was asked to make the paper available to council members for their consideration prior to the meeting.

The committee also asked the clerk to enquire about personnel records for former Shropshire Council library staff that should have been forwarded to the council under TUPE arrangements.

4. To consider whether any action can be taken with regard to the DBS difficulties relating to the appointment of a second Flyer driver.

Members further considered the 18-week delay in receiving the DBS check on the Flyer driver appointed in November 2016 and what might be done to speed up the process. The clerk was asked to write to the Police Commissioner and complain about the delay and copy the letter to the local MP. He was also asked to seek the advice of Shropshire HR to see whether there were any other measures that the council might consider taking.

5. Any other staffing issues.

There was concern that the Albrighton Flyer had been used on a Saturday without permission from the council office and the clerk was asked to look into the matter and discuss the problem with the driver. Members agreed that a pro-forma should be made available to prospective hirers who might wish to have the services of the Flyer available outside the normal Monday – Friday working hours and the clerk was asked to develop a suitable form for future use.

The committee also agreed that training in manual handling should be provided to both drivers once the DBS clearance had been obtained for the new driver and that training should also be provided for the Village Warden in the use of heavy machinery.

The branch librarian indicated that she wished to reduce her hours by cutting out Wednesday pm working and that a new library assistant would be needed to fill the vacancy. Members considered the request and agreed to initiate a process of recruitment as follows, subject to approval by full council:

- An advert to be placed locally and on the website on 12th January, 2017;
- The closing date for applications to be 31st January, 2017;
- Shortlisting to take place on 2nd February, 2017 at 6.00 pm in the council meeting room by members of the committee;
- Interviews to take place on 8th February during the afternoon.

It was anticipated that the new recruit would work with the branch librarian during Wednesday afternoons to the end of March, 2017 and would then take over the session at the start of the new financial year. Full council would be briefed on this proposal at their meeting on 19th January, 2017 and their approval sought for the policy.

6. Further discussion on council policies to be reviewed:

- **Complaints policy:**

The committee agreed that Cllr. Illes would amend the draft policy submitted by Cllr. Beechey to include specific references to complaints against staff, councillors and the council as a body and to include a section on the appeals procedure to be adopted by the council.

- **Discipline and grievance policy:**

Cllr. Illes proposed that the draft discipline and grievance policy, which was based on the approved ACAS model, should be adopted by Albrighton Parish Council and recommended to full council at its meeting on 19th January, 2017. The motion was seconded by Cllr. Harrison and agreed by the committee.

The clerk was asked to circulate the draft policy on-line to all councillors prior to their meeting on 19th January, 2017.

7. Any other business.

The clerk was asked to find out when Shropshire Council instigated the allowance of 5 extra days for employees with 5 years of continuous service in the public sector and Cllr. Illes noted that it appeared to be included in contracts dating back to 2004 so it seemed to have long history. This extra provision would be highlighted to all councillors when they discussed the proposed entitlement at their meeting on 19th January, 2017

8. Date and time of next meeting.

The next meeting of the Personnel Committee would take place on 2nd February, 2017 at 6.00 pm in the council meeting room when the only business to be conducted would be the shortlisting of the candidates for the Library Assistant post.

There being no further business the meeting closed at 4.57 pm.

Signed Date
Chairman