



ALBRIGHTON PARISH COUNCIL

Station Road

Albrighton

Wolverhampton

WV7 3QH

Email: clerk@albrightonparishcouncil.gov.uk

www.albrightonparishcouncil.gov.uk

24th February 2017

ALBRIGHTON PARISH COUNCIL MINUTES OF THE PERSONNEL COMMITTEE 2nd 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

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.

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

3.1 Minutes of previous meeting held on 2nd February 2017

Cllr. Illes proposed that the minutes of the Personnel Committee for 2nd February 2017 were a true and accurate record which was seconded by Cllr. Kirkland and unanimously agreed by members.

4. Matters arising

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

There were no matters arising.

5. To review the issue of DBS checks to council staff

To ensure that all Council staff in need of a DBS check have been suitably vetted.

The Chairman reported that no DBS checks were needed for library staff and none were operated by the Shropshire Council library service. All other DBS checks were up to date.

6. To review the annual leave entitlement for council staff up to the end of the 2016/17 financial year

To check on the holiday entitlement outstanding for Council staff up to the end of March 2017.

The clerk was asked to check with the Litter Warden regarding his annual leave allowance and any outstanding holiday entitlement for 2016/17.

Members noted that the Clerk was entitled to a full-time allowance of 30 days owing to his length of service but agreed that it was not appropriate to backdate this entitlement.

Cllr. Kirkland proposed that the Clerk should receive a part time equivalent of 18 days holiday plus bank and public holidays from 2017/18 which was seconded by Cllr. Illes and agreed by the committee 4 – 0 with 1 abstention.

7. To review the issuing of contracts to council staff

To ensure that all Council staff have been issued with a contract, that the contract has been signed and returned to the Council office.

All Council staff had now been issued with a contract which had been signed by each post holder. The new Flyer driver had still to complete a health check form.

8. To consider an update on the development of the Albrighton Flyer Handbook

To review the development of a Flyer driver handbook to complement the drivers' contracts.

A number of driver handbooks had been reviewed from other authorities but many of them were inappropriate as they related to a fleet of vehicles operating on a different basis to the single vehicle at Albrighton. The Clerk suggested that the handbook from Wiltshire could be adapted to local needs and Cllr. Illes had already made some notes for inclusion in a possible Albrighton version. It was agreed that all members would pass on the copy from Wiltshire and make notes with regard to possible inclusion in a local document and Cllr. Illes would collate the responses.

9. Any other business

The Clerk was asked to arrange a manual handling course for both Flyer drivers and was asked to contact the organisation that provided training for the play scheme. Members discussed the use of

unofficial helpers relating to the Flyer service and the Clerk agreed to write to both drivers saying that such assistance was not allowed.

Members agreed to refer the issue of out of hours' bookings, related pay scales and the possible use of the Flyer by Albrighton Primary School next September to the Transport Committee for their consideration.

10.Date and time of future meeting

A meeting date would be agreed by members after the election in May 2017.

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