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| <p style="text-align: center;"><b>ALBRIGHTON PARISH COUNCIL</b><br/><b>MEETING OF THE PERSONNEL COMMITTEE</b><br/><b>Wednesday 4<sup>th</sup> November 2015 at 6.00 pm in the Red House</b></p> |
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Minutes of the Personnel Committee held on Wednesday 4<sup>th</sup> November 2015 at 6.00 pm in the Red House.

**PRESENT:** Cllrs. S Pledger (Chair), P Griffin, P Illes. Mr M Ward, Clerk to Council.

**1. Apologies:**

Cllr. C Hassall (holiday).

**1. Minutes of the Personnel Committee held on 5<sup>th</sup> February 2015.**

After discussion on agenda item 6, the Clerk's travelling expenses, Cllr. Pledger proposed that the minutes were a true and accurate record which was seconded by Cllr. Griffin and agreed by the committee.

**2. Matters arising.**

Cllr. Pledger raised the matter of the Clerk's travelling expenses which to date had only been claimed once for an extra meeting on a day when he did not work. There was discussion as to what constituted a legitimate travel claim with Cllr. Illes saying that no claim should be made for meetings called in pursuance of normal council business. Cllr Griffin said that it was reasonable to claim for travel for evening meetings after the end of the working day. Cllr. Pledger proposed that the committee should recommend that the Clerk could claim for travel for any meeting called after he returned home at the completion of the standard day which was seconded by Cllr. Griffin and agreed 2 -1 with Cllr. Illes registering his opposition to the proposal.

**3. To update members with regard to the employment of the drivers of the Albrighton Flyer and review progress to date.**

Both Flyer drivers were now employed by the Council and were on the Council payroll. Cllr. Pledger stated that there concerns that the Flyer keys were not always handed in to Gibson's Garage and the Flyer was sometimes parked outside the home of a driver. Members agreed that the Chair of Transport should meet with the drivers and make it clear what was expected with regard to these matters.

The committee agreed that the management of the drivers should remain with the Transport Committee and not be transferred to the Personnel Committee.

**4. To consider the hours allocated to the work of the Parish Council Clerk and whether they are sufficient under the present circumstances.**

The Clerk stated that managing the increased workload had become very difficult in the hours available due to the extra responsibilities associated with the playscheme, the new website, the negotiations concerning the library and the swimming pool. He was now working four days a week but still finding it difficult to manage the workload. Cllr. Griffin said that the issue was one of capacity and it might be necessary to increase the working hours for a period of six months and then review the situation. Cllr. Illes said that it might be sufficient to ask each committee to appoint its own minute taker/administrator from the councillors on the committee but it was unclear whether this would be legal given that a council committee was delegated to conduct council business in relation to specific duties and was subject to the same rules as the full council.

Members agreed to propose the two models for full council consideration and the Clerk agreed to contact SALC with regard to the legal position regarding committee administration.

**5. To review the current contract of the Parish Council Clerk based on the 2007 template and compare it to the latest SALC recommended model for 2011.**

The Clerk went through his existing contract and noted the changes that has been made with regard to the standard NALC template. The major changes affecting payment concerned the issue of extra pay for additional qualifications. Because the Clerk had been placed on the top of the appropriate band no further payment could be made without going into a new band which might not be appropriate for the position.

The Clerk agreed to seek guidance on this issue and to check whether the 2011 NALC model contract was the latest model available.

**6. Any other business.**

There was no further business.

**7. Date of next meeting.**

Members agreed that the next meeting would be held in January 2016 on a date to be determined.

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

