



**ALBRIGHTON PARISH COUNCIL
MINUTES OF PERSONNEL COMMITTEE
16th November 2016 at 11.00 am in the council meeting room**

Minutes of the Albrighton Parish Council Personnel Committee held on Wednesday 16th November 2016 at 11.00 am in the council meeting room.

PRESENT: Cllr. Pledger (Chairman), P Harrison, S Kirkland.

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

1. Apologies.

Cllrs. Hassall (another engagement), P Illes (another engagement).

2. Minutes of the previous meeting:

- **Minutes of the Albrighton Parish Council Personnel Committee 19th October 2016.**

Because only two members of the committee were present at the meeting who could verify the minutes the clerk was asked to contact Cllr. Illes and ask him to check the minutes for accuracy.

3. Matters arising.

There were no matters arising.

4. To review action points for the Personnel Committee 19th October 2016.

Members reviewed the attached action points which had all been satisfactorily completed.

5. To update members regarding Shropshire Council's HR responses with particular emphasis on annual leave and bank holidays.

The clerk reported that he had received contracts and letter of appointment from Shropshire Council but they needed adapting for Albrighton Parish Council. Members noted that the Shropshire Council contract offered full time employees five extra days' holidays which would need to be debated at full council in order to confirm whether this condition should apply to parish council employees. It was noted that holiday entitlement and bank holidays were on a pro-rata basis for part time employees and Cllr. Kirkland said that she would speak to the Admin Assistant about this issue in order to try and resolve any difficulties.

The adapted paperwork once received would be considered by the committee and when it had been approved arrangements would be made to apply it to all staff.

6. To update members on the appointment of the 2nd Flyer driver and procedures required before he can begin work.

Cllr. Pledger reported that Mr Darren Clark had been appointed as the second Flyer driver to be confirmed by full council on 17th November. The clerk confirmed that the DBS check procedure had already been activated and Mr Clark had been on the HMRC website to fill in the starter pack.

The clerk was asked to consult HR at Shropshire Council about any member of staff not taking designated holidays.

7. To review a new draft policy for handling complaints and to consider the ACAS standard policies on discipline and grievance procedures.

Members reviewed the complaints procedure that had been updated from the previous policy document by Cllr. Beechey. It was noted that there were three possible sources of complaints – against a member of staff, a councillor and against the council as a body. Members asked the clerk to contact Cllr. Beechey and ask him to provide a procedure for each of the three categories and to consider a possible appeal arrangement which was absent from the draft.

Members felt that the ACAS models for discipline and grievance issues were definitive and should not be changed. The clerk was asked to represent the models in a council format for them to receive approval from full council at a later date.

8. To review the new draft template for a council training record.

A draft template for the recording of council training was reviewed and approved by the committee. The details of one training session were corrected and the clerk agreed to update his training already completed. Councillors would be reminded by the Chairman in her report to council of the importance of providing details of training undertaken so that an accurate record could be maintained.

9. Any other business.

Members reviewed working arrangements over the Christmas period and agreed that the library and council office would operate normally until Saturday, 24th December and both would be closed for the week beginning Monday 26th December. Monday, 2nd January 2017 is a bank holiday and normal working would resume on Tuesday, 3rd January. These closures would also apply to the Flyer service.

10. Date and time of next meeting.

The date of the next meeting will take place on Wednesday 11th January 2017 at 4.00 pm.

There being no further business the meeting closed at 11.57 am.

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

