

<p style="text-align: center;">ALBRIGHTON PARISH COUNCIL MINUTES OF PERSONNEL COMMITTEE 28th September 2016 at 4.00 pm in the council meeting room</p>
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Minutes of the Albrighton Parish Council Personnel Committee held on Wednesday 28th September 2016 at 4.00 pm in the council meeting room.

PRESENT: Cllrs. S Pledger (Chairman), C Hassall, P Illes, S Kirkland.

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

1. Apologies

Cllr. P Harrison (another engagement).

2. Minutes of the previous meeting

- **Minutes of the meeting held on 22nd June 2016**

Cllr. Kirkland proposed that the minutes were a true and accurate record which was seconded by Cllr. Illes and agreed by the committee 3 – 0 with 1 abstention.

3. Matters arising.

Cllr. Hassall raised the possibility of some staff who were employed by the Shropshire library service being outside the annual leave allowance which could cause complications if a ruling was applied to all council staff after consultation with Shropshire HR. After discussion it was agreed that this matter would be deferred until further clarification was available.

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4. To review the appointment of a second flyer driver and decide on future action.

It was confirmed that the Monday driver had now gone to live abroad and to date there had been no interest in the position following local advertising. Cllr. Illes reiterated his preference for a system of one week on, one week off but members agreed to advertise the position on Job Centre + and if there was still no interest members would need to review the whole structure.

5. To review and confirm the contract for HR Business Services with Shropshire Council.

The Clerk reported that he had confirmed the council's wish to enter into a contract with Shropshire HR on a pay as you go basis and he was waiting to receive the contract for signing by all parties. There had been difficulties within the service following an accident involving a senior member of staff.

6. To consider the use of identification lanyards for Council staff.

The Clerk reported that there had been discussion by staff about the use of identification lanyards so that users and visitors would know who they were dealing with. Costs for the equipment were discussed and the possible use of badges as an alternative to lanyards was also debated. Cllr. Illes felt that all of the alternatives were unnecessary and proposed that the suggestion for identification lanyards or badges should be rejected. Cllr. Kirkland seconded the motion which was agreed by the committee 3 – 0.

7. To review Foundation Award of for the Local Council Award Scheme – relevant criteria enclosed to include: complaints procedure, disciplinary and grievance procedures, a policy for training new staff and councillors, a record of all training undertaken by staff and councillors in the last year, and a clerk who has achieved 12 Continuing Professional Development points in the last year, and contracts for all members of staff.

The Clerk went through the items relating to the NALC Foundation Award which were of a broadly personnel nature and provided a summary of progress to date with regard to each one. Cllr. Illes agreed to update the current Discipline and Grievance policy and the Complaints Procedure and suggested that Cllrs. Griffin and Beechey might be persuaded to help him with the task. It was also suggested that the Admin assistant could produce a template for a new training record and a training policy.

8. Any other business.

Members agreed that the Flyer drivers should attend a course on manual lifting and that permission should be given for the driver to attend a funeral in the coming week. It was suggested that HR might be able to help with training once a contract had been signed. Pledger raised the issue of staff appraisals and members discussed the timing and the staff to be involved in a formal process. It was agreed that the term 'annual review' was more appropriate and that Shropshire HR would be able to help with the development of this initiative.

Members agreed that this item should be placed on the next agenda of the Personnel Committee.

9. Date and time of next meeting.

Committee members agreed that the next meeting of the Personnel Committee would take place on Wednesday 19th October, 2016.

There being no further business the meeting closed at 4.55 pm

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