



YAXLEY PARISH COUNCIL

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

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To: All Members of the Personnel Committee

14th March 2017

Sir/Madam

You are hereby summoned to attend a Meeting of the **Personnel Committee** of the Yaxley Parish Council to be held **on Tuesday 21st March 2017 after a meeting of the Property Committee, expected start time 8.15pm** in the **Council Chambers, the Amenity Centre, Main Street, Yaxley.**

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- PER48. APOLOGIES**
To receive and accept apologies for absence.
- PER49. MEMBERS DECLARATION OF INTEREST IN ITEMS ON THE AGENDA**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- PER50. MINUTES**
To approve as a correct record the Minutes of the Meeting of the Personnel Committee held on 15th November 2016 (attached).
- PER51. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for member of the public to address the Council.
- PER52. RISK ASSESSMENTS**
To consider the litter picking/emptying bins risk assessment deferred from the previous meeting.
- PER53. OFFICE MEETINGS**
To consider an email by the Chair of Personnel – attached.

- PER54. CODE OF PRACTICE ON THE ENGLISH LANGUAGE REQUIREMENTS FOR PUBLIC SECTOR WORKERS**
To note the contents of the code and the implications for the parish Council – section 2.22 refers – code attached.
- PER55. RECRUITMENT OF BOOKINGS CLERK/ADMINISTRATOR AND GROUNDS MAINTENANCE SUPERVISOR - UPDATE**
- PER56. VEHICLE AND EQUIPMENT REPAIRS/MAINTENANCE**
To agree putting on hold the Workshop Mechanic Post and to transfer the 17/18 provision for this post to the Community Facilities Committee's budget (operations) for vehicle/equipment repair/maintenance costs.
- PER57. STAFF STRUCTURE**
To receive an updated staff structure – attached.
- PER58. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - EXCLUSION OF PRESS AND PUBLIC**
To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.
- PER59. STAFFING – RETIREMENT OF SENIOR GROUNDSMAN**
- PER60. STAFFING – OVERTIME PAYMENT**
Report attached
- PER61. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

Cut off time for the meeting is 21.30