

**Minutes of the Meeting of the Personnel Committee
held in the Council Chamber, Yaxley Parish Council on 20th June 2017 .**

Present:- Councillors A Bartle, C Bolton, S Butler, J Lusted, M Oliver, P Russell and A Wood.

In attendance – H Taylor.

PR1. ELECTION OF CHAIRMAN

On the proposition of Councillor J Lusted, seconded by Councillor M Oliver, it was **RESOLVED** that Councillor A Wood be elected Chairman of the Committee for the ensuing Municipal Year.

Councillor A Wood in the Chair.

PR2. APOLOGIES

No apologies for absence were received.

PR3. DECLARATION OF INTERESTS

No declarations were received.

PR4. MINUTES

Councillor J Lusted proposed approval of the Minutes of the Committee held on 21st March 2017. This was seconded by Councillor M Oliver and unanimously **RESOLVED**.

PR5. ELECTION OF VICE CHAIRMAN

On the proposition of Councillor J Lusted, seconded by Councillor S Butler, it was **RESOLVED** that Councillor A Bartle be elected Vice Chairman of the Committee for the ensuing Municipal Year.

PR6. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PR7. STAFFING

The Clerk explained that an additional temporary member of staff had been employed via an agency to assist the grounds team with the grass cutting, this was a similar arrangement to last year and had been budgeted for.

PR8. TRAINING

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members were advised of the training undertaken by the Grounds Team since the previous meeting. This included safe use of pesticide and chainsaw maintenance and cross cutting.



PR9. EXCLUSION OF THE PRESS AND PUBLIC

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 Public be excluded from the meeting.

It was proposed by Councillor J Lusted and seconded by Councillor M Oliver that the meeting should be closed to the public and press at 9.06pm.

PR10. STAFFING ISSUES

(a) Overtime

The Chairman reported that, since the last meeting, the process for approval of overtime had been reviewed. He stressed that the current arrangement of time off in lieu whenever possible would remain, and that any time that staff are unable to take off in lieu is reported to the Personnel Committee for approval as over time. The recent accumulation of time in lieu had been exacerbated by not having a full complement of staff due to extra-ordinary circumstances. The meeting agreed to formalise the approval of timesheets to comply with good practise.

(b) Graham Hill

Reacting to the news of the sad passing that week of Graham Hill, former Grounds Supervisor with the Parish Council, Members referred to the guidance he had given the team, his conscientiousness and good spirit, he had been valued and recognised by all. Members would be advised of arrangements for Graham's funeral once known.

(c) Frederick Osborne

The Clerk reported that another former employee had sadly passed away this week. Frederick Osborne had worked as a Grounds Man under Michael Windle and had taken a lot of pride in the village. The Chairman asked that he be advised of arrangements for Fred's funeral as he would like to represent the Parish Council.

PR11. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.

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 being concluded, the Press and Public be re-admitted to the meeting.

It was proposed by Councillor J Lusted and seconded by Councillor M Oliver that the press and public should be readmitted to the meeting.

Meeting closed at 9.32pm

Signed


Chairman.