



YAXLEY PARISH COUNCIL

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

Tele/Fax 01733 241958

Email: clerk@yaxleypc.org.uk Website: www.yaxleypc.org

To: All Members of the Personnel Committee

Sir/Madam

You are hereby summoned to attend an extraordinary Meeting of the **Personnel Committee** of the Yaxley Parish Council to be held on **Tuesday 7th September 2021**, at 7.00pm in the **Austin Hall, the Amenity Centre, 48 Main Street, Yaxley.**

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

31st August 2021

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- PER13. APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- PER14. DECLARATIONS OF INTERESTS IN AGENDA ITEMS**
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.
- PER15. MINUTES**
To approve as a correct record the Minutes of the meeting of the Personnel Committee held on Tuesday 27th July 2021 - attached.
- PER16. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Council.
- PER17. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE 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.
- PER18. STAFFING MATTERS**
- **Resignation of a Grounds Operative**
 - **Recruitment process**
 - **Request from a Grounds Operative to reduce their working hours**

To receive a report by the Clerk – attached.

PER19. SALARY REVIEW WORKING GROUP UPDATE
To consider a verbal report by the Clerk – attached.

**PER20. 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.

Minutes of the Meeting of the Personnel Committee held in the Austin Hall, the Amenity Centre, Main Street, Yaxley on 27th July 2021 at 8.20pm.

Present:- Councillors D Chapman, E Gilchrist, K Gulson, P Russell, S Sanderson and A Wood.

In attendance: H Taylor

PER1. ELECTION OF CHAIRMAN

On the proposition of Councillor K Gulson, seconded by Councillor P Russell, it was **RESOLVED** that Councillor A Wood be elected Chairman of the Committee for the ensuing Municipal Year.

Councillor A Wood in the Chair.

PER2. APOLOGIES

Apologies for absence from the meeting were received and accepted from Councillor D Hitchcock and J Lusted (both personal).

PER3. ELECTION OF VICE CHAIRMAN

On the proposition of Councillor A Wood, seconded by Councillor P Russell, it was **RESOLVED** that Councillor K Gulson be elected Vice Chairman of the Committee for the ensuing year.

PER4. DECLARATION OF INTERESTS

No declarations were received.

PER5. MINUTES

Councillor P Russell proposed approval of the Public and Confidential Minutes of the Personnel meeting held on 16th February 2021. This was seconded by Councillor S Sanderson and unanimously **RESOLVED**.

PER6. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PER7. STAFF 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 staff since the previous meeting and that planned for the next few months.

PER8. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 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 P Russell, seconded by Councillor D Chapman and unanimously **RESOLVED** that the meeting should be closed to the public and press at

8.25pm and the matters record at Minute No PER11 be treated as confidential and excluded from the Minutes to be made available for public inspection

PER9. STAFF STRUCTURE & SALARY GRADES

By way of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book) Members' attention was drawn to a revised staffing structure. In noting the information before them, Members considered how best to move forward with a review of salary grades and it was agreed that a Working Group should be formed with a view to submitting their findings to the November Personnel Committee meeting. Whereupon, it was proposed by Councillor K Gulson, seconded by Councillor S Sanderson that a Working Group of Councillor D Chapman, E Gilchrist, P Russell and A Wood be established to review staff grades.

PER10. STAFFING

By way of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book), the Committee received a staffing update which included details of the recent workload and holiday cover. Members placed on record their thanks to staff for all efforts over some very difficult months.

PER11. ENGAGEMENT ON SOCIAL MEDIA PLATFORMS

Members discussed the issues associated with social media including dealing with negative feedback, creating a positive environment and possible solutions for defamation.

PER12. 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 D Chapman and seconded by Councillor S Sanderson that the press and public should be readmitted to the meeting.

Meeting closed at 9.05pm

Signed

Chairman.