

**Minutes of the Meeting of the Personnel Committee  
held in the Council Chamber, Yaxley Parish Council on 21st June 2016 .**

Present:- Councillor A Wood – Chairman  
Councillors A Bartle, C Bolton, J Lusted, J Reed, A Rees, S White and A Wood.

In attendance – H Taylor and Councillor Willis for items PR11 to PR17.

**PR11. APOLOGIES**

An apology for absence was received on behalf of Councillor S Butler (personal).

**PR12. DECLARATION OF INTERESTS**

No declarations were received.

**PR13. MINUTES**

Councillor J Lusted proposed approval of the Minutes of the Committee held on 23<sup>rd</sup> May 2016. This was seconded by Councillor S White and unanimously **RESOLVED**.

With regard to Minute No PR9, Councillors Bartle and Wood explained that they had written to the gentleman in question.

**PR14. PUBLIC PARTICIPATION**

No Member of the Public wished to speak.

**PR15. 2016-2018 NATIONAL SALARY AWARDS**

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members noted the revised pay scales set by the National Joint Council for Local Government Services for 2016-2017 and 2017-2018.

**PR16. 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 A Rees that the meeting should be closed to the public and press at 7.42pm.

**PR17. STAFFING ISSUE**

Further to Minute No. PR8 and by way of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book) Members were updated on the latest position with regard to an employee currently on long term sick. Members were advised that the employee had met with the Vice Chairman of Personnel and the Clerk. As a result of that meeting the employee would be returning on a phased basis starting in July.

At the same time, Members thanked the Workshop Mechanic for taking on additional responsibilities of Supervisor during the past 6 months and agreed that this should be

recognised. This was proposed by Councillor A Bartle, seconded by Councillor A Rees and unanimously **RESOLVED**.

Finally the Clerk explained the need to take on an additional member of staff to help the grounds team over the summer. Members were advised that a recruitment agency had been approached and the costs were explained. Whereupon, it was proposed by Councillor J Lusted that an additional member of staff be taken on in the Grounds team on a temporary basis of 2 to 3 months. This was seconded by Councillor A Rees and **RESOLVED**.

**PR18. CILCA TRAINING**

By way of a report by the Chairman (a copy of which is appended in the Minute Book) Members were advised that the Clerk had succeeded in qualifying for CILCA, at the first attempt. Having also been advised of the terms of conditions of the Clerk's contract it was proposed by Councillor A Bartle that the Clerk be congratulated and one increment be awarded for completion of the qualification and her salary scale be immediately reviewed to reflect the changes in the Councils responsibilities. This was seconded by Councillor S White and **RESOLVED**.

At the same time and having been informed of a recent staffing issue, Members asked that in future any similar issues be included on the agenda.

**PR19. 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 S White that the press and public should be readmitted to the meeting.

Meeting closed at 8.50pm

Signed .....

Chairman.