



Astley Village Parish Council

Agenda

To: Members of Astley Village Parish Council Personnel Committee.

YOU ARE HEREBY REQUESTED to attend a meeting of the Personnel Committee to be held on **Wednesday 17 November 2021** at 7pm in the Community Centre at which the following business will be transacted.

Agenda

1. Apologies for Absence

To receive members' apologies.

2. Declarations of Interest

Members and Officers are invited to declare any interests they may have in any of the items included on the agenda for this meeting in accordance with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464).

3. Minutes

To approve as a correct record and sign the minutes of the meeting of the Personnel Committee held on 7 July 2021. (Enclosed).

4. Exclusion of the Press and Public

To consider the Press and public for any item on the Agenda due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

5. Contract of Employment & Statement of Particulars

To consider a report of the Parish Clerk & Responsible Financial Officer (Enclosed)

6. Schedule of HR Policies

At the last meeting of the Personnel Committee on 7 July 2021, the Parish Clerk was requested to prepare a schedule of HR policies including a review date every five years (Enclosed).

7. Date of Next Meeting.

To agree the date of the next meeting (October/November 2022)

The Personnel Committee Terms of Reference state:

"Frequency of Meetings

The Personnel Committee will meet at least one a year (usually in October/November)."

Members

Councillor Chris Sheldon (Chair)

Councillor Keith Ashton

Councillor Gillian Sharples

Councillor John McAndrew - Vice Chair (Ex officio)

Craig Ainsworth
Clerk to the Parish Council
5 Clarendon Gardens
Bromley Cross
BL7 9GW



3 November 2021



Astley Village Parish Council

Personnel Committee

7 July 2021 at 6.15pm

Present

Councillor Chris Sheldon (Chair) (in the Chair); Councillors John McAndrew and Gillian Sharples.

1. Apologies for Absence

None.

2. Declarations of Interest

Councillors and officers were invited to declare any interests they had in any of the items on the agenda for the meeting.

Mr C Ainsworth (Parish Clerk & Responsible Financial Officer) declared an interest in item 5 'Parish Clerk & Responsible Financial Officer – Review of Contracted Hours' as the report concerned himself.

3. Minutes

RESOLVED - That the minutes of the meeting of the Personnel Committee held on 19 January 2021 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

4. Exclusion of the Press and Public

RESOLVED – That the Press and public be excluded from the meeting during consideration of items 5 "Parish Clerk & Responsible Financial Officer – Review of Contracted Hours" (Minute 5) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

5. Parish Clerk & Responsible Financial Officer – Review of Contracted Hours

The Chair of the Personnel Committee submitted a report (copies of which had been circulated) reminding the Committee that at the last meeting it was agreed that:

(a) the contracted hours for the Parish Clerk & Responsible Financial Officer be increased to 30 hours per month and that this be backdated to 1 August 2020;

(b) the Parish Clerk be requested to continue to keep a record of the hours worked on Parish Council business and the issue be reviewed by the Personnel Committee in six months.

RESOLVED – (1) That the contracted hours for the Parish Clerk & Responsible Financial Officer should remain at 30 hours per month.

(2) That the Contract of Employment & Statement of Particulars for all employees of the Parish Council be reviewed annually by the Personnel Committee.

6. Date of Next Meeting

RESOLVED – (1) That the next meeting of the Personnel Committee be held on Wednesday 17 November 2021 at 7pm at the Community Centre.

(2) That the Parish Clerk be requested to prepare a schedule of HR policies including a review date every five years.

The meeting concluded at 6.31 pm.

Chair



Astley Village Parish Council

Personnel Committee HR List of Policies and Documents

	Doc No.	Policy or Document	Created / Reviewed	Meeting/ Review	Council Website
Council	15	Bullying and Harassment Policy	Reviewed 19/01/21	November 26	Yes
Council	16	Equal Opportunities Policy	Reviewed 19/01/21	November 26	Yes
Council	17	Health and Safety Policy	Reviewed 19/01/21	November 26	Yes
Council	18	Grievance Procedure	Reviewed 19/01/21	November 26	Yes
Council	19	Disciplinary Procedure	Reviewed 19/01/21	November 26	Yes
Council	20	Councillor/Employee Relations	Reviewed 19/01/21	November 26	Yes
Council	21	Training Policy	Reviewed 19/01/21	November 26	Yes
Council	23	Terms of Reference for Personnel Committee*	Reviewed 5/05/21	November 21	Yes
Council	24	Sickness Absence Policy/Procedure	Reviewed 19/01/21	November 26	Yes
Council	25	Clerk Expense/Reimbursement Policy	Approved 02/09/20	November 25	Yes
		Contract of Employment & Statement of Particulars of Employees	At time of appointment	Annually	

* Requires annual review