



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