

MINUTES OF HEMSBY PARISH COUNCIL PERSONNEL COMMITTEE MEETING
Which took place at the
Parish Office on: **Thursday 12th September 2019 at 6.30pm**

Present: Voting Members - Cllrs Scott Bensly, Caz Eden (Chair) Dudley Tucker
Non-voting Members - Cllrs C Hill (part), K Kyriacou (part), P Richmond.

1. THE MEETING WILL ELECT A CHAIR.

Cllr Caz Eden was elected to the Chair of the Committee.

2. ATTENDANCE

All voting members present, non-voting members present by invitation for this meeting. All councillors were invited as the meeting for input as the meeting concerned recruitment decisions. Although recruitment decisions are delegated through Terms of Reference committee members wanted colleagues to be able to contribute to the discussion.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

4. MINUTES OF PREVIOUS MEETING

None – this is the inaugural meeting.

5. PUBLIC FORUM

No public present.

The Chair RESOLVED that in accordance with the Public Bodies (admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following items due to their confidential nature.

6. TO RECEIVE THE RESIGNATION OF THE PARISH CLERK.

The meeting received the resignation of the Parish Clerk on Friday 6th September, giving a last working day of Friday 6th October. Holiday pay owing has been notified to locum clerk to be included in final pay.

Cllr Hill left the meeting.

7. TO DISCUSS THE TERMS OF APPOINTMENT/ADVERTISEMENT FOR THE ROLE.

Councillors present RESOLVED to place the advertisement as presented. To be advertised immediately, closing date 20th October allowing for interview selection at the Full Parish Council meeting on the 21st with interviews on the evening of the 24th. Interview panel to be all members of the Personnel Committee.

Cllr Kyriacou left the meeting.

8. TO REVIEW AND AGREE A CONTRACT

The Committee reviewed the Model Nalc Contract and Job Description therein for recruitment purposes and RESOLVED that the pay scale would be within LC2 Below Substantive (SCP18 – 23) - £12.64 – 14.03/hour, the current sickness terms to be reviewed, LGPS pension to be agreed, place of work to be Office as well as home, Annual salary reviews, Mobile phone to be offered, Flexible working, 4 weeks notice during probationary period. Clerk to prepare and circulate for information.

The meeting closed at 9.15pm.