



**MINUTES OF THE FERNWOOD PARISH COUNCIL
PERSONNEL COMMITTEE MEETING
held on 10th July 2018
at Fernwood Village Hall, Rubys Avenue, Fernwood**

Present: Parish Councillors: D. Harrison, B. Smith, N. Branston
Clerk: Marion Fox Goddard

1. Apologies

None

2. Declarations of interest

None

3. Election of Chairman

The committee unanimously elected Councillor Dee Harrison as Chairman of the Personnel Committee (Proposer: Cllr B. Smith, Seconder: Cllr N. Branston).

4. Terms of Reference for the Committee and How it will work

It was agreed the clerk should reword the delegated powers in item 4 in the Terms of Reference to give the Personnel Committee authority to appoint and select members of staff without having to make the recommendation to Full Council. The reason being that meeting and agenda timings could delay such processes. *Clerk to reword and take to the September Full Council meeting for approval.*

The Committee will meet 3 times each year, on the first Tuesday of February, June and October to conduct Personnel Committee business. Additional meetings may be arranged as and when necessary.

- February – Review staff salaries, contracts of employment, job descriptions and person specifications.
- June – Review all policies relating to staff employment
- October – Review Health and Safety at work policies, procedures and training for all Council employees.

5. Appraisal Process

The committee agreed that Nigel shall draft an appraisal process taking into account templates, job descriptions and contracts. *Nigel to send to the committee in advance of the October meeting so this can be agreed and finalised at that meeting.*

6. Relief Caretaker

The committee agreed that we should find another cleaning company and a company that can take on grass cutting when needed. The committee will review this situation at the October meeting. *All: at the end of the July council meeting, ask councillors whether they would be happy to be called on occasionally, should the staff not be able to cover opening/closing.*

7. Meeting schedule

As detailed above. Date for next 3 meetings: October 2nd 2018, February 5th 2019, June 4th 2019 7.30pm, Small Hall, Fernwood Village Hall.