



Dear Councillors Neill Mison, Leigh Rixon and Mollie Weale,

You are summoned to attend the next meeting of the Parish Council Personnel Committee to be held on **Wednesday 28th August 2024, commencing at 5pm**. This meeting will be held in the main hall of Fernwood Village Hall, Rubys Avenue, Fernwood, NG24 3RS.

Darryl Flinders – Parish Clerk & RFO, Wednesday 21st August 2024

A G E N D A

Exempt Business

Under the Public Bodies (Admissions to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of schedule 12a of the Local Government Act 1972.

1. Members to resolve to conduct the meeting without the public and accredited representatives of newspapers.
2. Discuss the shortfall of hours over the last few weeks due to the extra work required for the August event and the extra workload resulting from increased bookings at The Village Hall. Look ahead and consider the likely extra work needed for the Fernwood Hub project.
3. Recommend to the full council that up to 5 additional hours per staff member can be worked per week until December 2024 (to be reviewed in January 2025). This should provide the necessary cover for the extra workload that The Hub and December bookings will bring. It should also include a flexible working practice that allows working from home.
4. Review staff performance review(s) and make recommendations to the full council regards any salary increase changes and position (if necessary).
5. Review lone staff working arrangements and make recommendations to the council if changes are required.
6. With the increase in hall bookings, especially at weekends and unsociable hours, review the staff hours with a view to engaging another member of staff to back up full locking up the hall and associated duties in the Caretaker's absence.