



Heybridge Parish Council

Minutes of the meeting of the **PERSONNEL COMMITTEE** of the **PARISH COUNCIL** held on **THURSDAY 28th MAY 2015** in The Claydon Room, Plantation Hall, Colchester Road, Heybridge.

PRESENT

IN THE CHAIR: COUNCILLOR MICHAEL EDWARDS

Councillors: Dr. Michael Blyth, Richard Perry
Officers: Laurie Wiebe – Clerk

The meeting commenced at 6:55pm.

15/25 Elect Chairman of the Committee

Members considered electing a Chairman of the Committee. Cllr. Dr. Blyth nominated Cllr. Edwards and was seconded by Cllr. Perry.

It was **RESOLVED** to appoint Cllr. Edwards as Chairman of the Committee.

In the Chair: Cllr. Edwards

15/26 Apologies for absence

There were no apologies.

15/27 Minutes

The minutes of the meeting of the Personnel Committee of the Parish Council held on 10th March 2015 were received.

It was **RESOLVED** that the Minutes of the meeting of the Personnel Committee of the Parish Council held on 10th March 2015 be approved and confirmed.

15/28 Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests on items on the agenda

None.

15/29 Clerk's Report

Members received a report from the Clerk.

The Clerk reported that the three month appraisal for the evening/weekend caretaker had taken place. As a result of the satisfactory appraisal, it was recommended to the committee that the evening/weekend caretaker proceed to the next point on the NALC pay scale (below SCP 9) from 1st June 2015.

Members considered amending the contract hours for the day caretaker and the cleaner/relief caretaker. It was suggested that the day caretaker contract would be 16 hours per week worked over Monday to Thursday. It was also suggested that the cleaner/relief caretaker contract would be 9 hours per week to include Friday day caretaker duties.

It was noted that pension auto-enrolment staging date is 1st June 2016. It was noted that the primary contact would be the Clerk. It was suggested that Cllr. Edwards would be the secondary contact.

It was **RESOLVED** that:-

- i) the evening/weekend caretaker proceed to below SCP 9 from 1st June 2015;
- ii) The amended contract hours for the day caretaker be approved to be 16 hours per week;
- iii) The amended contract hours for the cleaner/relief caretaker be approved to be 9 hours per week;
- iv) Cllr. Edwards be the secondary contact for Pensions.

15/30

Future meetings

The next meeting of the Parish Council will be held on Thursday 18th June 2015 at 7.00pm.

The Chairman closed the meeting at 7:13pm.

CHAIRMAN