

Minutes of a meeting of the Personnel Committee of Wolverton and Greenleys Town Council held on Thursday 3rd November 2016 at the Town Hall, Creed Street, Wolverton, MK12 5LY commencing at 7 pm



Councillors present: Councillors Saunders (Chair), Fensome, Lerant and Gates
Also present: Sally McLellan- Town Clerk

PE16/01	Election of Chair- Cllr Saunders nominated herself which was seconded by Cllr Lerant. It was RESOLVED to elect Cllr Saunders as Chair of the Personnel Committee.
PE16/02	Election of Vice-Chair- Cllr Fensome nominated herself which was seconded by Cllr Gates. It was RESOLVED to elect Cllr Fensome as Vice-Chair of the Personnel Committee.
PE16/03	Apologies for absence- The following apologies were received and accepted. Cllr Fasinro-personal
PE16/04	Declaration of Interest on any matter on the agenda There were no declarations of interest.
PE16/05	Public Question Time There were no questions from members of the public.
PE16/06	Minutes of previous meeting It was RESOLVED to approve the minutes of the meeting held on 7 th January 2016 as a true and correct record of the meeting.
PE16/07	Line Manager reporting- Agree the line management reporting for the Clerk- It was RESOLVED for the Clerk to report to the Chair of Personnel for sickness and absence. The Chair of Personnel is the Clerk's point of contact for raising grievances. As one councillor cannot be appointed a position of control, the Chair of Personnel and Chair of Council will jointly undertake appraisals and line management for the Clerk as detailed in Clerk's contract of employment.
PE16/08	Apprenticeship: Delegate to the Clerk to source a new apprentice before the existing apprentice qualifies for her NVQ Business Level 3 course- It was RESOLVED hire a new apprentice to study Business Administration at £3.87 per hour on a twelve month contract at 37 hours a week, to take over the current apprentice, who will be leaving in April. It was RESOLVED to have a three month overlap with the existing apprentice. It would be preferable to recruit someone with local knowledge from the area.
PE16/09	Work experience: Receive the report from the Clerk regarding work experience placements agreed for 2016- It was noted that Lizzy will be starting with the council on Friday 4 th November to learn business administration for six weeks, every Friday. Namra will be learning Business Administration on 14-18 th November at the Town Hall offices. Harvey will be learning outdoor maintenance skills with the caretaking team on 14-18 th November. Supporting Britain in Bloom scheduled tasks and general caretaker tasks.
PE16/10	Staffing budget 2017/2018: Submit the proposed budget to Full Council for inclusion in their 2017/2018 budget- It was RESOLVED to submit the proposed staffing budget to Full Council, which totals £102,749 for administration and £37,087 for the caretaking team. An adjustment to made

Hay M. Saunders
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	to the apprentice calculation to include only one month of the current apprentices wage, as she will be leaving the council's employment in April.
PE16/11	Exclude the press and public due to the confidential nature of the business to be discussed. It was RESOLVED to exclude the press and public in view of the confidential nature of the business to be discussed.
PE16/12	Staffing Matters-To receive a confidential report from the Town Clerk and consider actions arising therefrom- It was RESOLVED to increase the Finance Officers leave entitlement to 152 from 128 hours for holiday period 2016/2017. These additional hours will added to her leave as unpaid. It was RESOLVED to increase the Assistant to the Clerks hours by seven hours a week to assist with the Projects Officer's workload whilst she is off work and whilst she is settling back into work.

The meeting was closed at 18.37pm

Signed Hilary M. Saunders

Date 26th January 2017