

Minutes of a meeting of the Personnel Committee of Wolverton and Greenleys Town Council, held on Thursday 11th January 2018 at 7.00pm, at Town Hall, Creed Street, Wolverton, MK12 5LY



Councillors present: Councillors Saunders (Chair), Fensome, Hussain, Webster and Holroyd

Also present: Sally McLellan- Town Clerk

Absent: None

PE17/17	Apologies for absence- Cllr Mukadam-unwell
PE17/18	Declaration of Interest on any matter on the agenda There were no declarations of interest.
PE17/19	Public Question Time There were no questions from members of the public.
PE17/20	Minutes of the meeting on 12th September 2017 It was RESOLVED to approve the minutes of the meeting held on 12 th September 2017 as a true and correct record.
PE17/21	Staffing review: Consider the recommendations from the Clerk on the Communications Administrator role and the Apprentice Position- It was RESOLVED to remove the Apprentice role from the council staffing structure. It was RESOLVED to recommend to Full Council to merge the administration tasks from the Apprentice role and the Communications Officer role to a full-time permanent position and appoint a Communications Administrator. The proposed Job Description was approved, with removal weekend working. The Clerk to include a budget heading for a Data Protection Officer in the 2018/2019 budget. Subject to a reasonable precept the committee would like any available money to be allocated to support environmental improvements.

The chair closed the meeting at 20.00pm

Signed... *Hilary M. Saunders*

Date... *17th September 2018*