

KELVEDON PARISH COUNCIL

PERSONNEL SUB-COMMITTEE

Minutes of the meeting of the Personnel Sub-Committee held on Wednesday 15 June 2016 held immediately after Finance Committee meeting in the Council Chamber.

Present:

Cllrs: Buttery Hooper W Humpington
 Pilbeam Lancashire
Clerk: P Potter

PS1/2016-17 Election of Chairperson for 2016-17

Cllr Pilbeam was Proposed by Cllr Hooper, Seconded by Cllr Lancashire and unanimously elected as Chair.

PS2/2016-17 Election of Vice Chairperson 2016-17

Cllr W Humpington was Proposed by Cllr Lancashire, Seconded by Cllr Hooper and unanimously elected as Vice-Chair.

PS3/2016-17 Apologies for Absence

Apologies were received from Cllr Anderson. Cllr Lancashire had to leave at this point and gave his apologies for the remainder of the meeting.

PS4/2016-16 Confirmation of Minutes

It was Proposed Cllr Buttery, Seconded Cllr Hooper and unanimously agreed that the minutes of the meeting dated 9 March 2016 were a true record and signed accordingly.

PS5/2016-17 Declarations of Interest

None.

PS6/2016-17 Public Discussion

No members of public in attendance.

PS7/2016-17 Terms of Reference

The Terms of Reference, as previously circulated were unanimously agreed, having been Proposed Cllr Hooper and Seconded Cllr Buttery.

PS8/2016-17 Vote on Private Session

Exclusion of the Public and Press:

It was Proposed Cllr Buttery, Seconded Cllr Hooper and unanimously agreed to exclude the public and press from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960, as the following items contain confidential information.

PS9/2016-17 Clerk Contract

The Clerk left the meeting at this point and the minutes were taken by the Chair, Cllr Pilbeam.

The Clerk's hours and other contract terms were agreed, having successfully completed her probationary period on 31 May 2016.

PS10/2016-17 Clerk joining the Local Government Pension Scheme (LGPS)
It was agreed for the Clerk to join the LGPS as per terms agreed at the time the offer of employment was made. This will be effective from 1 June 2016.

PS11/2016-17 Staff Pay Scales
The new pay scales brought in by NALC/SLCC were agreed, which are effective from 1 April 2016. Pay scales effective from 1 April 2017 were also accepted.

PS12/2016-17 Date of next meeting
14 September 2016 (following Finance) if required.

Signed:

Dated: