

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE OF HUMBERSTON PARISH COUNCIL HELD ON WEDNESDAY 21ST SEPTEMBER 2016 AT 8.00 PM AT WENDOVER HALL, WENDOVER PADDOCK, WENDOVER LANE, HUMBERSTON

Present: Cllr. Tuplin (Chairman)
Cllrs. Bailey and Stevenson
Clerk as Minute Taker

16/16p Acceptance of Apologies

None received – all present.

16/17p Declaration of Interests

None made.

16/18p To consider exclusion of press and public

RESOLVED: To consider exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential informationⁱ

16/19P To formally complete appraisal process for all staff for 2016 and agree Any necessary actions

Agreed that appraisals had now been completed for the year and Chairman would ensure they were signed and then placed in Personnel files. Only one matter arising which required attention and this would be auctioned by the Chairman of the Committee at the next full Council meeting.

RESOLVED: That appraisal process had been formally concluded for the year with matters Arising being actioned

16/20P To agree formal contract for new Caretaker/Cleaner at new facility and Issue contract with appropriate start date

Draft contract agreed and Clerk to contact employee and discuss possible start dates to coordinate with new facility opening.

RESOLVED: That Clerk offer contract of employment to new employee and that discussions Commence re start date

Chairman closed the meeting at 8.45 pm.

Signed: Date: