



# HYTHE AND DIBDEN PARISH COUNCIL

The Grove, 25 St. John's Street, Hythe, Hampshire SO45 6BZ

*Serving the communities of Dibden, Dibden Purlieu and Hythe*

DAVID SHIMPE Clerk to the Council

Tel: (023) 8084 1411

Ext: 207

Fax: (023) 8084 2181

email:david.shimpe@btconnect.com

To:  
Members of the Personnel-Committee

Mr D Smith  
Mrs M Robinson  
Mr A Wade

Mrs M McLean  
Mr M Wade  
Mr W. Binns

Remainder of Council - for information

agpers34

2 November 2010

Dear Sir/Madam,

**You are summoned to attend a Meeting of the PERSONNEL COMMITTEE to be held at The Grove, 25 St. John's Street, Hythe, on Monday next 8 November 2010 at 6pm .**

Yours faithfully,

  
Clerk to the Council

## AGENDA

1. Apologies for absence.
2. Election of Chairman.
3. To sign the Minutes of the Meeting held on 28 September 2009.
4. Notification of any other urgent business to be raised at the end of the meeting.
5. To note any declaration of interest made by Members in connection with an agenda item. The nature of the interest must be specified.
6. To discuss a proposed amendment to the establishment.
7. Proposed office closure - Christmas 2010.
8. Equality Act 2010.
9. Exclusion of the Press and Public.
10. Review of Finance Officers post.
11. Proposed Manpower Budget 20011/12.
12. Any other urgent business concerning this Committee.

**HYTHE AND DIBDEN PARISH COUNCIL**

**AGENDA NOTES**

**PERSONNEL COMMITTEE**

**8 November 2010**

**Item 6 To discuss a proposed amendment to the establishment**

At present the Parish Council Establishment contains the separate posts of Grove Warden and Grove Caretaker. Members may recall that the Council has had problems recruiting for the two posts due to the limited number of hours and the ad hoc nature that the Grove Warden is required to work. At present the Council employs the same person for both posts.

Members are asked to agree that the post of Grove Warden be removed from the establishment and to amalgamate the duties of the post into that of the current Grove Caretaker's job description. There are no financial implications for the Council.

Member's views are requested.

**Item 7 Proposed office closures - Christmas 2010**

Members will be aware that Christmas Day and Boxing Day fall on a weekend this year meaning that the following Monday and Tuesday are Bank Holidays. In addition Wednesday 29 December is the concessionary day.

During previous Christmas holiday periods when the office has been open there has been little or no interaction with the public. In addition most of the council's contractors and suppliers close during the holiday period.

In view of this and the layout of the Christmas holiday period this year it is proposed to keep the office closed on Thursday 30 and Friday 31 December 2010. Office staff have been consulted and all are agreeable to using part of their annual leave entitlement to cover the closure period.

Should Members agree to the proposal then publicity relating to the closure could be distributed from the beginning of December onwards.

Information regarding other Christmas arrangements is attached in annex 1.

Member's views are requested.

**Item 8 Equality Act 2010**

The Equality Act 2010 came into effect on 1 October 2010. The purpose of the Act is to consolidate existing discrimination legislation and it contains new measures which are intended to strengthen protection against discrimination.

Significant provisions (or the power to make provisions) in the Act that will impact on local authorities as employers are.

- Equal pay
- Employment data and measures to address the gender pay gap
- Social and Economic inequality
- Disability discrimination including pre employment questionnaires.
- Employment Tribunals powers

Further information is available from the office.

Members are asked to note the report.

**HYTHE AND DIBDEN PARISH COUNCIL**

**PERSONNEL COMMITTEE**

**8 November 2010**

**ANNEX 1**

The following outlines the arrangements for some of Parish Councils facilities for the Christmas 2010 holiday period.

**Parish Hall**

The Parish hall is closed during the Christmas week. Two members of the maintenance team will be working to strip and reseal the hall floor on Thursday 30 and Friday 31 December.

**Clayfields Sports Centre**

In previous years Clayfields Sports Centre has been closed during the holiday period and hirers have been unable to book the facility. Due to the way the parish council operates the centre it is available for use by key holders during the holiday period subject to booking in advance.

**Noads Way Play Area**

Noads Way Play Area will be closed on 25 and 26 December 2010 and on 1 January 2011. Positive discussions have taken place with the security company which will mean that the facility will be unlocked and locked by Lowes on 27 and 28 December. Members of the maintenance team will carry out the duties for the remainder of the holiday period. This is an improvement on previous years when the play area has remained closed to the public for a longer period. Notices displaying the opening times will be posted at the facility from mid December onwards.

**Remainder of play areas.**

The remainder of the Council's play areas will be available as normal.

**Out of Hours/Emergency call outs – safety checks**

The out of hours/emergency call out rota will be in operation.

In addition the members of the maintenance team who are working in the Parish Hall will be carrying out safety checks of the council's other facilities.

Members are asked to note the updates.