

HYTHE AND DIBDEN PARISH COUNCIL

Minutes of the meeting of the
Personnel Committee
held at The Grove, St John's Street, Hythe
on Thursday 2 October 2014 at 6.30 pm

Members: *Mrs B Smith (Chairman) – in the Chair
*Mrs M McLean
*Mrs Maureen Robinson
*Mr D Smith
*Mr A Wade
*Mr M Wade

* Indicates attendance
o Indicates apologies for absence

In attendance: Mr D Shimpe Clerk to the Council

125/14 **Election of Chairman**

Mrs B Smith was elected Chairman.

126/14 **Minutes.**

The Minutes of the Meeting of the Personnel Committee held on 12 March were taken as read and signed by the Chairman.

127/14 **Notification of any other business to be raised at the end of the meeting.**

There was no notification of any other business.

128/14 **To note any declaration of interest made by Members in connection with an agenda item.**

There were no declarations of interest.

129/14 **Exclusion of Press and Public**

RESOLVED

That the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12 of the Local Government Act 1972.

130/14 **Establishment and Manpower Budget 2015/16**

Establishment

Clerk to the Council

The Clerk to the Council updated the committee on his decision to retire during December this year. However due to outstanding leave etc. the Clerk would not be in the office from the beginning of November however he agreed to be available to answer queries and assist in the recruitment process as required.

Consideration was given to the current management arrangements and the impact on existing staff and on the way forward to deal with the subsequent vacancy.

RECOMMENDED THAT

1. The Personnel Committee to act as the recruitment panel to review the requirements of the Clerk to the Council's post and to formulate the subsequent job description, person specification, advert and job information pack.
2. The Personnel Committee or a minimum 3 members of the Committee plus the current Clerk to the Council carry out the interview process and make recommendation to the Council as to the successful candidate.

RESOLVED THAT

1. The post of Assistant Clerk be made permanent.
2. The additional payment continues to be paid to the Deputy Clerk.

Apprentice

Members were informed that the apprentice continues to perform extremely well and that the apprenticeship is due to finish in September 2015. Members considered the options for apprentice at that time.

RESOLVED THAT

1. Financial provision be made in the manpower budget for 2015/16 for an additional post of Maintenance Assistant.
2. The posts of Apprentice and summer temporary be deleted from October 2015.

Manpower Budget

Members considered the adjustments that should be made to the manpower budget for 2015/16.

RESOLVED THAT

The proposed adjustments be made to the manpower budget 2015/16.

The meeting closed at 7.35 pm.

Chairman

Date

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