

**HYTHE AND DIBDEN PARISH COUNCIL**

Minutes of the meeting of the  
Personnel Committee  
held at The Grove, St John's Street, Hythe  
on Wednesday 11 January 2012 at 6.20 pm

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

\* Indicates attendance  
o Indicates apologies for absence

In attendance: Mr S Spencer (Deputy Clerk to the Council)

216/11 **Minutes.**

The Minutes of the Meeting of the Personnel Committee held on 12 October 2011 were taken as read and signed by the Chairman.

217/11 **Notification of any other business to be raised at the end of the meeting.**

There was no notification of any other business.

218/11 **To note any declaration of interest made by Members in connection with an agenda item.**

There were no declarations of interest.

219/11 **Exclusion of the 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.

220/11 **To consider a request for flexible retirement**

Consideration was given to a request from a member of staff for flexible retirement.

RESOLVED

That the request from a member of staff for flexible retirement be granted.

221/11 **To consider a change to the Establishment**

Consideration was given to a change to the Establishment.

RESOLVED

That the change to the Establishment be agreed and implemented.

The Deputy Clerk to the Council left the meeting

222/11 **To consider a request for flexible retirement**

The Chairman of the Council tabled a paper containing a proposal relating to the flexible retirement of the Clerk. The paper asked members to consider a reduction in his working

week to 3 days and for the Deputy Clerk to the Council to take over as acting Clerk for the remainder of the week for a 2 year period. This would also entail recruiting a part time Assistant Clerk for two days a week on a 2 year fixed term contract. The arrangement would be subject to review after 2 years.

The committee was asked to give their views on this proposal and to agree a way forward.

Members generally supported the proposal, especially as it was felt to be a good opportunity to succession plan for the Clerk's eventual full retirement and to fully develop the Deputy Clerk to take over the role.

Resolved that:

1. The proposal be worked up and presented to the Full Council at the next meeting.
2. In particular information should be provided to assure members that due process is observed in ensuring that the council's policies on recruitment and equal opportunities are complied with.
3. Promotion is formally subject to satisfactory, documented performance against a development plan.

The meeting closed at 6.25pm.

Chairman

Date

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