



Heybridge Parish Council

Minutes of the meeting of the **PERSONNEL COMMITTEE** of the Parish Council held on **MONDAY 11th JULY 2017** in the Claydon Room, Plantation Hall, Colchester Road, Heybridge. Due to confidential business, this meeting was not open to the press or members of the public (Public Bodies (Admissions to Meetings) Act 1960, s1(s).)

PRESENT

Chairman: Councillor Michael Edwards

Councillors: Simon Burwood Keith Lawson

Officers: Laurie Wiebe – Clerk and RFO

In the Chair: Cllr Edwards

The meeting commenced at 7.30pm.

17/102 **Apologies for absence**
There were none.

17/103 **Chairman's Announcements**
There were no announcements.

17/104 **Minutes**
The minutes of the meeting of the Personnel Committee of the Parish Council held on 29th June 2017 were received. Cllr Burwood asked that a summary of the Clerk's report regarding safety of staff be appended to the minutes. Cllr Lawson suggested that Minute 17/92(i) be amended to read 'it was RECOMMENDED to Environment and Resources Committee...'

It was **RESOLVED** that the minutes of the meeting of the Personnel Committee of the Parish Council held on 29th June 2017 be approved and confirmed as amended.

17/105 **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests.**
There were none.

17/106 **Clerk/RFO Job advertisement**

Members considered the recruitment pack:-

- i) Job advertisement. It was agreed that the new Clerk/RFO position should be LC2 SCP 30 to 38 depending on qualifications;
- ii) Job description
- iii) Person specification
- iv) Timeline

It was **RESOLVED** that the recruitment pack be approved and that advertisement for the post of Clerk/RFO would take place between 21st July 2017 and 25th August 2017.

17/107 **Locum Clerk**

Members received a report from the Clerk. It was noted that the Locum Clerk was familiar with the area and agreed to work 10 hours a week up to end of December 2017 as required.

It was agreed to **RECOMMEND** to full Council that a locum Clerk be retained September 2017 for 10 hours per week up to end of December 2017 as required.

17/108 **HR Company**

Members received an update from Cllr Edwards regarding assistance available from an HR company. There was a brief discussion.

It was **RESOLVED** not to utilise the services of an HR company.

17/109 **Future Meetings**

The next Parish Council Meeting will be held on Thursday 20th July 2017.

The Chairman closed the meeting at 8.45pm

Signed by Chairman
DATED: