

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 31<sup>st</sup> JULY 2019 AT THE VILLAGE HALL, PINFOLD LANE, HOLTON LE CLAY, DN36 5DL AT 7pm.

Present: Councillor Alan Green

Councillor David Searle

Councillor Helen Reynolds

3. CHAIRMAN'S WELCOME:

The Chairman welcomed those present and thanked them for their attendance.

4. TO APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON MONDAY 8<sup>TH</sup> JULY 2019:

It was RESOLVED that the minutes for the meeting held on 8<sup>th</sup> July 2019 be approved as a true record.

VOTE: All in favour

5. TO DISCUSS THE MAINTENANCE OPERATIVES CONTRACT AND MAKE RECOMMENDATIONS FOR FULL COUNCIL:

Maintenance operatives job description to be rewritten to include litter picking, painting fences, weeding, empty litter bins, junior playing field checks. A sickness policy is needed for the maintenance operative. A health and safety policy is also required. Extra hours for the maintenance operative where discussed. This will be reviewed at the next 6 monthly appraisal.

The operatives PPE clothing was discussed and it was suggested that in future Arco is used for purchases.

6. TO DISCUSS THE CLERKS CONTRACT AND MAKE RECOMMENDATIONS FOR FULL COUNCIL:

It was discussed to move the clerks pay band up from LC2 point 20 to LC 2 point 24 in April 2020. It was recommended that the clerk's salary will increase by one increment per year dependent on a satisfactory appraisal.

A sickness policy has now been written and will be on the agenda for adoption at the next full council meeting.

Sick pay is to be looked at by full council.

Clerk top attend all meetings of full council and all meetings of its committee and sub-committees other than where such duties have been delegated to another officer.

The meeting closed at 20.16pm