

Woodmansey Parish Council Personnel Committee Meeting

Wednesday 15 March 2017

Present: Michael Bowden, Andrew Jolley, Julie Los

Action points following agreement of recommendations made to Parish Council February 2017:

1. Personnel committee to meet formally twice yearly. This to follow setting up of systems/procedures that will require a number of meetings during Spring 2017.
2. ERNLLCA terms of reference for personnel committee to be put into a policy document for Woodmansey Parish Council with the agreed amendments.
3. Clerks job description to be amended in terms of re-wording section 5 re attendance at committee/sub-committee meetings.
4. Produce a policy for the appraisal of the clerk to the council that includes key features of ERNLLCA model and forms for recording the outcomes of the process.
5. The personnel committee to meet with the clerk in the near future to examine the current contract of employment and begin the process of appraisal.
6. Notify the pension regulator of the current requirements of the council clerk in terms of pension provision.
7. Above action points to be presented to full Parish Council in April 2017.