

Present: Andrew Jolley, Julie Los, Michael Bowden

This was the first meeting of the newly formed Personnel Committee. The meeting resulted in the following recommendations to be considered by the full Parish Council.

1. The Personnel Committee (PC) to meet at least twice yearly, this not to include meeting time needed for the purpose of staff appraisal.
2. The PC to adopt the terms of reference provided by ERNLLCA, with an amendment to the responsibilities section (allegations of breaches of discipline).
3. To review the current job description for the role of clerk.
4. Liase with ERNLLCA re an assessment of current clerk duties against National Agreement of Terms and Conditions for Local Council Clerks and give a recommended pay scale.
5. Put in place a formal appraisal process for the council clerk to begin in April 2017 following the structure and guidelines provided by ERNLLCA.
6. That the Parish Council should set up pensions (if required) through the Local Government Pension Scheme (LGPS), the East Riding Pension Fund as oppose to commercial suppliers.
7. That the formal appraisal process will the review the need for pension provision.
8. The Parish Council will notify the pension regulator regarding the current situation of pension requirements of the Council Clerk (February 2017).