

**MINUTES OF PERSONNEL COMMITTEE MEETING OF DISLEY PARISH COUNCIL
HELD ON THURSDAY 5TH OCTOBER 2017 AT DISLEY PARISH COUNCIL OFFICES**

<u>Present:</u>	Cllrs. Kidd, Pattison and Kennedy. Start time: 2.00pm
	<u>A G E N D A – P A R T 1</u>
6633	<u>To receive any Apologies for Absence.</u> Apologies for absence were received from Cllr. Chavasse-Hadfield. Cllr. Kennedy substituted for Cllr. Chavasse-Hadfield under Standing Order 1(Z).
6634	<u>To receive any Declarations of Interest.</u> None received.
6635	<u>Public Forum</u> No members of the public were present.
6636	<u>To resolve that Agenda PART 2 shall exclude the public and press for reasons that their presence would be prejudicial to the public interest due to the confidential nature of the business to be transacted or for other special reasons under Standing Order 1(c).</u> <u>Proposed:</u> Cllr. Pattison <u>Seconded:</u> Cllr. Kennedy Unanimously agreed
Resolved	<i>That Agenda PART 2 shall exclude the public and press for reasons that their presence would be prejudicial to the public interest due to the confidential nature of the business to be transacted or for other special reasons under Standing Order 1(c).</i>
	<u>A G E N D A – P A R T 2</u>
6637	<u>To consider a formal staff appraisal process.</u> Cllr. Chavasse-Hadfield had requested a review of the internal staff appraisal system. Councillors highlighted that previously salary increments had not been linked to appraisals and may have been perceived as mandatory. The Clerk informed the meeting that, as requested by Council, he had informed staff that salary increments were discretionary. Councillors discussed ways of linking salary increments to staff objectives and whether increments should be a means of rewarding past performance as well motivating future performance. Cllr. Kidd questioned the need for detailed objectives in such a small team but all agreed that all appraisals should include specific improvement areas for all staff. Councillors discussed the pros and cons of Councillor attendance at staff appraisal meetings and agreed that Councillors were not required for officer appraisals but that the Chairman and Vice Chairman should attend the Clerk's appraisal.

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	<p>Proposed: Cllr. Kidd Seconded: Cllr. Kennedy Unanimously agreed</p>
Resolved	<p><i>That staff appraisal system for all staff should remain broadly unchanged but that specific improvement areas for all staff should now be included. Furthermore, Councillors would not attend officer appraisals but that the Chairman and Vice Chairman would attend the Clerk's appraisal.</i></p>
6638	<p><u>To consider the Clerk's objectives for 2018.</u> Councillors agreed that the setting of the Clerk's objectives for 2018 should be deferred to the Clerk's annual appraisal.</p> <p align="right">Deferred</p>
6639	<p><u>To consider Council Officer's objectives for 2018.</u> See Item. 6637 above.</p>
6640	<p><u>To consider salary increments for Disley Parish Council officers for the financial year 2018/19.</u> Councillors discussed the previous and current system of incremental salary increases for staff. Councillors agreed that the Clerk was best placed to consider annual increments and that these should continue to be discussed at staff appraisals with the Clerk's recommendations being presented to full Council for consideration. The Clerk reported that no National Joint Council for Local Government Services (NJC) pay agreement had yet been announced for 2018/19 and Councillors agreed that a 1.5% increase should be assumed for budgeting purposes. Proposed: Cllr. Kennedy Seconded: Cllr. Kidd Unanimously agreed</p>
Resolved	<p><i>That annual salary increments would be discussed at staff appraisals with the Clerk's recommendations being presented to full Council for consideration. Furthermore, a 1.5% NJC pay agreement would be assumed for budgeting purposes.</i></p>
6641	<p><u>To consider the issue of full-time staff rest breaks.</u> The Clerk explained that the contracts of employment for full-time staff did not contain any reference to statutory rest breaks. He further reported that the full-time Handyman was currently taking a paid rest break. Councillors agreed that the contracts of employment should be updated to include rest break provisions as part of the appraisal process. Councillors also agreed that it would not be equitable to change the break arrangements for the full-time Handyman. Proposed: Cllr. Kidd Seconded: Cllr. Pattison Unanimously agreed</p>

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Resolved	<i>That full-time contracts of employment would be updated to include rest break provisions and that the break arrangements for the full-time Handyman should remain unchanged.</i>
6642	<p><u>To consider Jury Service and other instances of discretionary leave.</u> Councillors had previously agreed a maximum of 4 weeks full pay for officers called for Jury Service. It was agreed that other unentitled leave requests (such as bereavements, extended holidays etc.) would be dealt with on an individual and discretionary basis. Councillors agreed that this should be written into the staff contracts.</p> <p>Proposed: Cllr. Kidd Seconded: Cllr. Kennedy Unanimously agreed</p>
Resolved	<i>That unentitled leave requests (such as bereavements, extended holidays etc.) would be dealt with on an individual and discretionary basis and this clause would be written into staff contracts.</i>
	The meeting concluded at: 2.55pm

Signed: _____