

## BROOMFIELD PARISH COUNCIL

**A meeting of Broomfield Parish Council's Personnel Committee was held on Tuesday 25<sup>th</sup> October 2016 at 7.30 pm in the Parish Office, Broomfield Village Hall ,158 Main Road, Broomfield**

Members' Present: Councillors Garwood; Barnes; Jones; Mercer

Also Present: Mrs K Hurrell (Clerk)

**Public Question Time:** No members of public were present.

**233. Apologies for absence**

No apologies were received.

**234. Declarations of Interest**

No interests were declared.

**235. To approve Terms of Reference**

The TOR were altered to include under delegated powers:

*f). To elect a Chair at the first meeting after the Annual General Meeting*

It was resolved to amend the TOR and these will be brought to the full Parish Council Meeting for approval.

Councillor Garwood was duly elected Chairman of the Committee.

**236. To review staff appraisals & address any issues raised**

*It was resolved that this item was taken in confidence and public and press were excluded*

The Staff Appraisals had not been carried out but the Clerk had asked each member of staff for some feedback and this was reported to the meeting. Councillor Garwood will undertake staff appraisals in due course.

Members noted these comments by three employees and will look into these issues further.

**ACTION: GG to arrange separate interviews with Clerk & Deputy Clerk asap**

**237. To review hours worked by Parish Office Staff**

The Clerk and Deputy Clerk had requested to reduce their hours considerably the whole staffing structure needs to be addressed for a longer term solution. It was agreed that the Clerk would put together proposals to be considered by the Personnel Committee.

**ACTION: Clerk to review overall structure of duties within the Parish Office & report back to Personnel Committee**

**ACTION: Personnel Committee to consider staffs' request to reduce hours & receive proposal from Clerk to re-organise staff duties**

**ACTION: To arrange Personnel Committee to discuss issues further**

**238. To update all Staff Contracts to recommended NALC Model Contract**

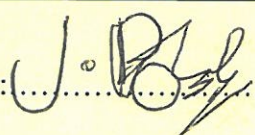
It was agreed that Councillor Garwood look at the NALC Model and bring back to the next meeting any suggestions which may require alteration to the existing Contracts held by staff.

**ACTION: GG to peruse Contracts**

**239. To review all Staff salary scales**

It was agreed to keep all Staff salary scales the same which will be reviewed as re-structuring occurs. The NALC pay increase for 2016 and 2017 is to be implemented.

**ACTION: Clerk to implement 2017 salary increases on 1.4.2017**

Signed:  .....

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Dated: 21-12-16 .....



240.	<b>Any other items for discussion</b> No further items were discussed.
	The Chairman closed the meeting at 9.30 pm