

ARLESEY TOWN COUNCIL

Minutes of a meeting of the **PERSONNEL COMMITTEE**, Arlesey Town Council held in the Village Hall, Arlesey on **Tuesday 5th December 2017**.

PRESENT: **Cllrs:** C Gravett (Chairman) R Clark
 H Frost M Holloway
 C Livermore D Page
 S Sarll A Ward

In attendance: Ms S Foulkes (Town Clerk) and Cllr Randall. No members of the public were present.

17/021 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs J. Auburn and R. McGann.

17/022 MEMBERS' INTERESTS

- a) Disclosable Pecuniary Interests: None.
- b) Other Interests: None.

17/023 PUBLIC PARTICIPATION

There was no public participation.

17/024 MINUTES OF THE PREVIOUS MEETING

To consider and approve the minutes of the Personnel Committee meeting held on 3 October 2017.

RESOLVED

that the minutes of the Personnel Committee meeting held on 3rd October 2017 be approved as true record of the meeting and be signed by the Chair.

17/025 MATTERS ARISING

The Clerk confirmed that all members of staff had been consulted on the Dress Code Policy, prior to Council's ratification of the committee recommendation to adopt the policy.

17/026 RESOURCE CENTRE MANAGER VACANCY

Members received an update on recruitment of the Resource Centre Manager. Three applications received up to the extended closing date of 1st December 2017. Cllr Gravett and the Town Clerk had reviewed those applications and agreed that additional applications would be beneficial to ensure that the final selection process draws on an appropriate diversity of skills and experience. CBC Library Services had forwarded the vacancy advert to all their libraries. Due to the time of year, it was recommended that the deadline be extended until the end of January 2018. Cllr Gravett and the Clerk had also discussed the possibility of the Council reviewing the Resource Centre opening hours, to exclude Mondays, which may be more attractive to those travelling to work in Arlesey.

17/027 TOWN COUNCIL ADMINISTRATIVE ASSISTANT MATERNITY COVER

Members considered the recruitment of a Temporary Administrative Assistant to provide Maternity Cover for a period of 40 weeks from Monday 8th January 2018 to Friday 12th October 2018 at NJC SP9 currently £7.991 per hour, NJC Terms & Conditions after qualifying period of 12 weeks, Pension arrangements subject to Auto Enrolment Legislation.

RESOLVED

Committee Recommendation

that the Town Clerk be delegated authority to recruit a Temporary Administrative Assistant to provide Maternity Cover for a period of 40 weeks as detailed above.

17/028 BEDFORDSHIRE PENSION FUND – COST OF EARLY RETIREMENT

Members acknowledged notification of new early retirement factors resulting in a 40-50% increase in the strain costs. Calculation for early retirement benefits previously calculated will have therefore increased. The Town Clerk confirmed that this would not directly affect the Council at this time as no employees were planning early retirement.

17/029 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

There were no matters arising.

Meeting closed at 8.05pm

CHAIRMAN

Date