

## IVER PARISH COUNCIL

### Human Resources (Sub Committee of Policy, Finance & General Purposes Committee)

The meeting of the Sub Committee on **Thursday 6<sup>th</sup> March 2008** at 3 pm at the Parish Council  
Offices 45b High Street, Iver Bucks SL0 9ND

**Present:** Mr Wilson (chairman), Mrs Watkins, Mrs Lidgate, Mrs Vigor-Hedderly, Mr Lidgate

**In Attendance:** Mrs G Collins (clerk)

### MINUTES

#### PART I

29. **RESOLVED** to receive apologies from Mr Oxley

30. **Disclosure of interest in items on the agenda.** There were none.

31. **RESOLVED** to sign the Minutes of the meetings held on 12<sup>th</sup> December 2007 and 9<sup>th</sup> January 2008.

#### Part II Exclusion of Press & Public

32. **Resolved** that under Section 100(A)(4) of the Local Government Act 1972 the Public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act.

33. **Appointment of Maintenance Supervisor** – noted that the appointment had been made (Raymond Peters) and the Committee **RESOLVED** to approve the contract and salary – appended. It was noted that the start date had been agreed with Mr Peters as 31<sup>st</sup> March but this had been brought forward (because Mrs Lidgate was concerned that he would take another job). However as he was now moving house and having a short holiday this would need to be changed again and the Clerk would speak to him in due course. **RESOLVED** to pay an honorarium to Chris Sprules of £350 (which would be subject to tax and NI) as a thank you for the way in which he has coped so well with working alone for 3 days a week for 5 months following the death of Chris Campbell, his supervisor. The Clerk reported that he had worked hard and enthusiastically and there had been no complaints about his work.

34. **Parish Council Staff Structure** – The Committee considered options for staffing structure (papers tabled by the Clerk and Chairman appended) prior to advertising for new permanent staff.. **RESOLVED** to appoint 2 staff (one mainly for accounts and one for general administration) with the flexibility to cover for each other when necessary. One to take the Road Safety and Lighting Committee and one to take Planning Committee (once trained enough to do so). Agreed that the 2 advertisements as appended should be combined into one for the purposes of advertising the posts and that it should be put into the Slough Observer and Uxbridge Gazette newspapers with a closing date of 31<sup>st</sup> March. Job descriptions should both mention taking notes at meetings and occasional evening work. The Clerk was asked to implement a scheme whereby all office staff submit a weekly schedule in advance of whether they would be in the office or not. Also an annual leave request form should be devised. The clerk pointed out that staff do complete time sheets each day and there are now self certification forms for sick leave to be recorded. The clerk pointed out that once the staffing level reaches 5 or more then employees are entitled to join the Local Government Pension Scheme if they request it.

35. **Devolved Highways Function** – **RESOLVED** to agree the position as in the job description appended and to appoint Nick Fisher for a one year fixed contract subject to the outcome of the meeting with the County Council officers on Friday 7<sup>th</sup> March. (Job Description as tabled appended)

36. **Clerk's Appraisal** – Date set for 14<sup>th</sup> March at 2.30 pm.

37. **Office Moving** – it was noted that there is now a rental proposal to be put to full Council and there are some Disability compliance issues that will need to be resolved by the accommodation committee at some point. The clerk pointed out that the police think it unlikely that we would be able to move in before July and that may mean accommodating additional staff in the current office, depending upon their start dates.

Meeting Closed at 4.45 pm