

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE OF HEALING PARISH COUNCIL  
HELD ON TUESDAY 9<sup>TH</sup> FEBRUARY 2016 AT THE VILLAGE HALL, HEALING AT 8.30 PM**

**Present:** Cllr. Blanchard (Chairman)  
Cllrs. Dickerson and Wilson

**15/p30) To receive apologies for absence**

Received from Cllr. Dolan due to work, so Cllr. Wilson acting as substitute.

**RESOLVED: That apologies be received and accepted**

**15/p31) DECLARATIONS OF INTEREST (Code of Conduct 2007)**

None made.

**15/p32) Exclusion of Press and Public**

**RESOLVED:** exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information<sup>i</sup>

Resolved

**15/P33) Pensions**

**To receive update from Clerk on progress on pension administration and agree any necessary actions if required**

Clerk advised that overdue payment kept appearing on statements and this had resulted from initial registration into scheme a month before staff were enrolled. Clerk had spoken to NEST direct but this could not be amended. Only solution was to de-enrol all workers and then re-enrol. Clerk had been instructed to do this and this was agreed. Clerk to carry out before next meeting. This would not affect any contributions etc.

**RESOLVED: That clerk carry out necessary procedure as advised by NEST to bring Records up to date.**

**34) To receive update from Clerk on staff holidays and agree any necessary actions**

Updated and staff had been reminded of need to take holidays before end of holiday year or they would be lost.

**35) To receive request from member of staff to offset excess hours worked against holiday entitlement and agree any necessary actions**

Clerk continued to submit detailed timesheet and this showed an excess of hours accrued. Agreed on this occasion that the agreed amount of hours could be used as two days' holiday entitlement for the following week. Members would then meet informally to look at future arrangements for excess hours being accrued.

**RESOLVED: That staff member be allowed to use some accrued excess hours worked as two days' holiday entitlement to be taken as agreed the following Week**

The Chairman then advised that there were issues 'on the back of this item' that needed

to be discussed and these were discussed, however the Clerk advised that one of these items did not follow the procedures and policy adopted by the Council and so should not be actioned and that none of these items were on the Agenda for the meeting so should not be considered. There were no resolutions to this part of the meeting.

**15/p36) To agree date for next meeting**

Members agreed to hold an informal meeting to discuss staff hours at one of the members' homes and next formal meeting to be held after next PC meeting on Tuesday 8<sup>th</sup> March 2016.

***Personnel Committee:***

***Cllrs. Blanchard, Dickerson and Dolan with Cllr. Wilson as named Substitute***  
***(Personnel Committee has full delegated powers)***

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<sup>i</sup> Under Part 1 of Schedule 12A of the LGA 1972 (as amended)

Chairman closed the meeting at 9.35 pm.

Signed: .....	Date: .....
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