



**Minutes** of the meeting of the **Personnel Committee** of the Council held on Thursday **19 June 2014** at 9.30 am at the Wonersh Sports Pavilion

**Present:** Cllr K Bawden, Cllr R Bawden, Cllr G Grant, Cllr A Powell-Evans (in the chair)

In attendance: Mr K Garvey (Clerk to the Council).

<p><b>HR 14/15 001</b></p>	<p><b>Election of Chairman.</b> As prescribed by the personnel handbook, the Chair of the Parish Council, Cllr A Powell-Evans, was re-elected as Chair of this committee.</p>
<p><b>HR 14/15 002</b></p>	<p><b>To consider and approve apologies for absence.</b> There were no apologies for absence</p>
<p><b>HR 14/15 003</b></p>	<p><b>Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code.</b> There were no declarations of interest.</p>
<p><b>HR 14/15 004</b></p>	<p><b>Open meeting for <i>members of the public</i> to raise matters about personnel issues.</b> There were no members of the public present.</p>
<p><b>HR 14/15 005</b></p>	<p><b>To review and discuss with the Clerk his temporary working arrangements.</b> The Chair expressed the Parish Council’s wish to fulfil their duty of care to staff returning to work after illness.</p> <p>1. The Clerk fed back his experience of his return to work to date and action points were identified with his comments in mind.</p> <p><b>ACTION</b></p> <p>(a) Cllr K Bawden had devised a structure for the Clerk’s phased return to work which was agreed ( Attached)</p> <p>(b) It was AGREED that the Clerk would continue to carry out his RFO duties and actions from meetings.</p> <p>(c) It was AGREED that the specific duties of clerking the main parish council meetings and planning meetings would be delegated. The Chair is to ask Chris Howard if she will clerk the July parish council meeting and Cllr R Bawden will take responsibility for the planning committee meetings</p> <p>(d) The Chair will discuss any ad hoc self-contained pieces of work with the Clerk on a weekly basis and delegate to individual councillors.</p> <p>(e) The Clerk will continue to update the website as this is work he can easily do from home.</p> <p>2. The Personnel Committee <b>RESOLVED</b> that the phased return to work structure devised by Cllr K. Bawden would be followed by the Clerk and that the Chair and the Clerk would meet weekly to agree the delegation of specific pieces of work or tasks</p>

	(proposed by Cllr R Bawden). They further <i>RESOLVED</i> that the Clerk and Cllr K Bawden would meet fortnightly to monitor and review the return to work programme – this meeting will be confidential (proposed by Cllr R Bawden).
<b>HR 14/15 006</b>	<b>Consideration of any necessary amendments to the Personnel Handbook</b> It was AGREED that a couple of sentences regarding return to work would be added to the Personnel Handbook.  <b>Action:</b> Clerk to present revised wording in the handbook for consideration and approval by the Council.
<b>HR 14/15 007</b>	<b>Councillors' business and other correspondence for noting or including on a future agenda.</b> No issues were raised.
<b>HR 14/15 008</b>	<b>To consider and approve, if necessary, the date of the next meeting of the Committee.</b> Members noted that the Committee should be prepared to reconvene as and when necessary at a future date.
<b>HR 14/15 009</b>	<b>To consider and approve that the official record of this meeting be presented at the next meeting of the Council on 10 July 2014 for approval.</b> The Committee agreed the draft minutes of this meeting and its recommendations be presented at the next meeting of the Council for approval.

There being no further business, Cllr Powell-Evans closed the meeting at 10.05.a.m.

Signed: *Anne Powell-Evans*

Date: 10 July 2014