



EMPLOYMENT COMMITTEE

Minutes of a meeting of the Parish Council Employment Committee on Thursday 12th March 2009 commencing at 18:00 in the Parish Council Office Saddlemakers Lane Melton IP12 1PP

Present:

Cllr Miss DE Dann
Cllr Mr AG Dunford

Cllr Mrs JE Eckersley
Cllr Miss LS Leonard [Chairman]

In Attendance:

Mr MJ Green [Clerk to Melton Parish Council]

09.01 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

09.01.01 Cllr Mr PJ Brockett – Late arrival back from daytime meeting

Council considered whether or not to consent to this apology.

It was RESOLVED that Council receive this apology and consent to the absence.

Proposed by: Cllr Leonard **Seconded by:** Cllr Dunford

09.02 TO RECEIVE DECLARATIONS OF INTEREST WITH REGARD TO ITEMS ON THE AGENDA AND ADDITIONS TO THE REGISTER

There were no declarations of interest or additions to the register.

09.03 PUBLIC PARTICIPATION SESSION

There were no members of the public present

09.03.01 To receive representations from Councillors who have declared a prejudicial interest under item 09.02

There were no representations

09.03.02 To receive representations from members of the public in respect of items on the agenda only

There were no representations

As there were no members of the public present standing orders were not lifted.

09.04 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS

There were no members of the public present.

09.05 TO APPROVE THE MINUTES OF THE MEETING HELD ON 9TH OCTOBER 2008

It was RESOLVED that minutes EMP(08)M3 of the meeting held on 9th October 2009 previously circulated be received, noted and signed as correct record by the Chairman.

Proposed by: Cllr Leonard **Seconded by:** Cllr Dunford

09.06 TO CONSIDER EXCLUSION OF PRESS & PUBLIC.

As there were no members of the public present it was not necessary to consider excluding the press and public.

09.07 EMPLOYMENT ISSUES – CLERK

09.07.01 Minimum Holiday Entitlement

Paper EMP(09)P07.01 previously circulated was received and noted.

It was RESOLVED to confirm the increase in minimum statutory paid holiday entitlement to 19 days with effect from 1st April 2009.

Proposed by: Cllr Leonard **Seconded by:** Cllr Dunford

09.07.02 Performance Appraisal

It was RESOLVED that the annual appraisal due on 21st February 2009 is undertaken by the Chairman of the Recreation Committee and concluded by the end of the current fiscal year

Proposed by: Cllr Leonard

Seconded by: Cllr Dunford

09.08 EMPLOYMENT ISSUES – ASSISTANT CLERK

09.08.01 Minimum Holiday Entitlement

Paper EMP(09)P07.01 previously circulated was received and noted.

It was RESOLVED to confirm the increase in minimum statutory paid holiday entitlement to 14 days with effect from 1st April 2009.

Proposed by: Cllr Leonard

Seconded by: Cllr Dunford

09.08.02 Performance Appraisal

It was RESOLVED that the first appraisal is undertaken by the Chairman of the Recreation Committee and concluded by the end of the current fiscal year.

It was further RESOLVED that the appraisal due at the end of the probationary period is undertaken by the Chairman of the Recreation Committee during June 2009.

Proposed by: Cllr Leonard

Seconded by: Cllr Dunford

09.09 EMPLOYMENT ISSUES - PARK WARDEN

09.09.01 Minimum Holiday Entitlement

Paper EMP(09)P07.01 previously circulated was received and noted.

It was RESOLVED to confirm the increase in minimum statutory paid holiday entitlement to 6 weeks with effect from 1st April 2009.

Proposed by: Cllr Leonard

Seconded by: Cllr Dunford

09.09.02 Appraisal

It was RESOLVED that the annual appraisal due on 8th October 2009 is undertaken by the Clerk to the Council and concluded by the end of October 2009

Proposed by: Cllr Leonard

Seconded by: Cllr Dunford

09.10 ANY OTHER BUSINESS

There was no other business.

09.11 COMMITTEE CHAIRMAN'S URGENT BUSINESS

09.11.01 Bespoke Training – Power of Well Being

Due to the requirement for councillors to undertake the 'Power of Well Being' training **it was RESOLVED** to arrange for SALC to provide a local session with any councillors not able to attend going to one of the monthly public course at SALC.

Proposed by: Cllr Leonard

Seconded by: Cllr Dunford

09.12 DATE OF NEXT MEETING

Thursday 10th September 2009 at 18:00 in the Parish Council Office.

There being not further business the meeting closed at 18:35.

Signed: _____ Date: _____

[Chairman]