

LINTON PARISH COUNCIL

Clerk: Mrs. Jenny Seaward & Mrs Kate Dyer,
The Village Hall, Coles Lane, Linton, Cambridge. CB21 4JS.
Email: info@lintoncambridgeshire-pc.gov.uk
Tel: 01223 891001



Notice of meeting: Extra-Ordinary Personnel Committee meeting

Time: 7:30pm

Date: Thursday 23rd June 2022

Venue: Linton Village Hall meeting room

All members of the Personnel Committee are hereby summoned to attend a meeting of Linton Parish Council for the purpose of transacting the business as set out below.

Members: 5 Quorum: 3

This meeting shall be closed under the Public Bodies (Admissions to Meetings) Act 1960 S1(2)

A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of a confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during resolutions to which the resolution applies.

Mrs. Jenny Seaward – Clerk to Linton Parish Council
Thursday 16th June 2022

1	Election of Chairman of the Personnel Committee
2	Election of Vice Chairman of the Personnel Committee
3	Acceptance of Apologies for Absence. Open discussion and Decision required.
4	Councillors' Declarations of Interest Existence & Nature regarding items on the agenda. Members of the Council are subject to the Local Authorities (Model Code of Conduct) Order 2012 (Standing Order 13 (a) to (h))
5	Consideration of the draft Personnel Committee minutes from the meeting of 10th March 2022
6	Matters Arising (for information)
7	Consideration for amendments to the Terms of Reference for the Personnel Committee and recommendation to Full Council for re-adoption for 2022/23. <i>Supporting documents available in councillor packs.</i> Open Discussion and Decision required.
8	Employment Matters.
(a)	Staffing update.
(i)	Update following the completion of the annual meeting held with the Village Custodian. For Information.
(ii)	Consideration of the request to set a new date for the annual appraisal of the clerk. Open Discussion and Decision required.
(b)	Pay and Hours update.
(i)	Notification of Record of Hours for March, April, and May 2022. <i>Supporting documents available in councillor packs.</i> For Information.
(ii)	Notification of a delay in starting the increased hours for the Burials Assistant due to excessive workload and the requirement for training to take place on the Scribe Cemetery Management software. For Information.
(iii)	Consideration for the recommendation to the Full Council to pay additional hours worked by the Clerk & Assistant Clerk due to the extensive workload on planning. <i>Supporting documents available in councillor packs.</i> Open Discussion and Decision Required.
(c)	Health & Safety update.
(i)	Update on the Health & Safety Risk Assessments for the office and village custodian. <i>Supporting documents available in councillor packs.</i> For Information.
9	Date of the next meeting will be confirmed via email. For information.
10	Matters for future Consideration

