

COLWICH PARISH COUNCIL

MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON WEDNESDAY 22ND FEBRUARY 2017 AT THE PARISH CENTRE, ST. MARY’S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.

PRESENT (For all or part of the meeting): Cllr Cooper (Chair); Cllr Billingsley (Vice Chair); Cllr Birt; Cllr Doehren; Cllr Dunn and Cllr Featonby.

IN ATTENDANCE: Michael Lennon (Parish Clerk).

PUBLIC PARTICIPATION: No members of the public were present.

01/17EM There were no **APOLOGIES**.

02/17EM There were no **DECLARATIONS OF INTEREST**.

03/17EM There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011**.

04/17EM THE MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON 22ND SEPTEMBER 2016.

RESOLVED to agree and sign the minutes as a true and accurate record.

PROPOSED Cllr Billingsley **SECONDED** Cllr Cooper.

05/17EM TO REVIEW AND AGREE THE STAFFING REQUIREMENTS.

RESOLVED to recommend to Full Council that the Lengthsman’s position be advertised in local newspapers should no applications be received.

PROPOSED Cllr Featonby **SECONDED** Cllr Cooper.

RESOLVED to recommend to Full Council that the interview panel be made up of the Clerk and two Councillors (Cllr Billingsley and Cllr Featonby agreed to be on the panel) who should collectively agree the questions and assessment process.

PROPOSED Cllr Cooper **SECONDED** Cllr Featonby.

06/17EM THE NEW STAFF HANDBOOK.

RESOLVED to recommend to the Full Council that it agrees and adopts the Staff Handbook and that all Councillors/Officials sign the back pages of the Protocol and Dignity at Work policies.

PROPOSED Cllr Cooper **SECONDED** Cllr Doehren.

07/17EM DATE OF NEXT MEETING to be confirmed at the May Annual Meeting.

Meeting closed at 8:37pm.

Signed as a true and accurate record.....

Date.....