

**BRACKLA COMMUNITY COUNCIL
MINUTES OF PERSONNEL MEETING HELD AT OAK TREE SURGERY**

DATE: 21/01/10

ATTENDED BY:		APOLOGIES FROM:
Cllr. Mr T Hacking Cllr. Mrs D Davies Cllr. Mr A Wathan Cllr. Mr C Jones Cllr. Mr D Aston Jayne Jowett - Clerk		
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Minutes prepared by Jayne Jowett		
NOTES OF MEETING		
199.0	Time for Public to address Council	
199.1	None present	
200.0	To accept apologies for absence	
200.1	None	
201.0	Council to appoint a Chair for the Personnel Committee	
201.1	Cllr. Wathan Proposed, Cllr. Davies Seconded Cllr T Hacking. No other nominations were made and Cllr. Hacking was Elected Chairman.	
202.0	To disclose personal & pecuniary interests in agenda items	
202.1	None	
203.0	Members to determine what the remit of the committee will be and to establish future areas of human resource that require consideration.	
203.1	The remit of the committee will be as follows: <ul style="list-style-type: none"> i. Custody of all HR matters ii. Conditions of service iii. Pay rates iv. Review Job descriptions and specifications v. Duties and responsibilities vi. Mileage expenses vii. Recruitment and retention viii. Terms and conditions ix. Holiday and sickness x. Review of policies xi. Any future areas of HR deemed necessary <p>The committee is to meet as and when required but not more than quarterly.</p>	
Meeting closed at 18:43 hours		