

Minutes of Personnel Committee meeting held on Tuesday 20th June at 3 p.m.

Present

Marlene Carr, Angie Haines (Chair), Rosemary Farley

Apologies were accepted from

Pete Haines, Ivor Vaughan, Kath Parkes, Ruth Wilson

Angie opened the meeting by saying that the reason for this extraordinary meeting was for the committee to look at the contracts and job descriptions of the staff working at Millennium House, this was to be confidential.

Angie said that the minutes of the last meeting would be signed off at the next open personnel committee meeting.

There followed a general discussion regarding the contracts and the staff job descriptions. There appeared to be a lack of job descriptions and also some contracts were not seen, although they had all signed a form to say that they agreed with them.

The committee decided that meetings with all of the staff, singly, needed to be set up so that their contract could be looked at and that we could agree a job description. Two of the personnel committee were to be the minimum to do these meetings and we would be looking at setting them up very soon.

There does not seem to have been any DBS checks done prior to appointment or during their time as employees. Need to make sure that these are done for every member of staff as a matter of urgency.

The committee then looked at a breakdown of hours that had been done by the staff over the past year.

Meeting closed at 4.30 p.m.