

**Cotgrave Town Council Personnel Meeting
28th September 2016**

Present : Councillors V Wood (Chairman), R Butler, S Gardner, L Healy
J Mileham and I Shaw.

Apologies : Councillor Jeffreys

In Attendance : The Clerk.

The meeting was held at Cotgrave Futures and started at 7.00pm.

Declarations of Interest

036 No declarations were given.

Public Open Session

037 No members of the public were present.

Staff Appraisals & Consideration for Pay Review

038 Councillor Wood noted the agreed process for conducting staff appraisals is written in the Cotgrave Town Council Employment Procedures Policy.

039 All members of Council staff must receive an annual appraisal.

039 The Clerk will conduct the appraisals for the park keepers and ground staff. A councillor may ask to be present at these appraisals.

040 Full Town Council will review all members of staff pay and consider any pay reviews made by the Personnel Committee. Council need to aware of changing minimum wage legislation.

041 Councillor Butler and Gardner will arrange for the staff appraisal of the Clerk to be completed. Councillor Wood and Mileham will arrange for the staff appraisal of the Administration Manager.

042 Councillor Healy has asked if he could attend the office administrations appraisals.

043 All appraisals to be completed by 21st October 2016.

044 The outcome of the appraisals and any pay considerations if required, will be included in the Full Town Council Meeting taking place on 9th November 2016.

There being no further business the meeting ended at 7.23pm.

Chairman..... Signed as a True Record (Date).....