

**NORTH FERRIBY PARISH COUNCIL**  
**MINUTES**  
**Personnel Committee Meeting**  
**4 September 2024**

**PRESENT:** Councillors Hookem, M.Abraham and Dennett  
**ALSO PRESENT:** Clerk J Haslope

Minute No.  
PerC 24/

1. **ELECTION OF A CHAIRMAN** – Councillor M.Abraham proposed that Councillor Hookem be elected as Chairman, seconded by Councillor Dennett. Councillor Hookem was duly elected as Chairman of the Personnel Committee.
2. **APOLOGIES FOR ABSENCE** – Cllr Knight submitted apologies.
3. **DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTEREST** – There were none.
4. **MINUTES OF THE MEETING HELD ON 21 OCTOBER 2021 – Resolved** – that the minutes be approved as a correct record and signed by the Chairman
5. **TERMS OF REFERENCE** – Prior to the meeting the Clerk had circulated 2 different styles of document and these were discussed. It was agreed that the model document prepared by ERNLLCA was preferred and it was agreed that the adoption of this document would be recommended to the Parish Council.
6. **EXCLUSION OF THE PRESS AND PUBLIC – Resolved** – that the press and public be excluded from the meeting owing to the confidential nature of the business to be transacted, in accordance with Paragraph 1 (20) of The Public Bodies (Admission to Meetings) Act 1960
7. **CHANGE TO CLERK'S WORKING HOURS** – The Clerk made a request to the Committee for compressed working, asking to move to a 9 day fortnight working pattern. A report was circulated explaining how this would work in practice. The matter was discussed and the Committee **Resolved** to approve the proposal with a start date of 30<sup>th</sup> September 2024. An implication of the change is that holidays will need to be calculated in hours and it was agreed that the clerk would convert the holiday days taken so far and circulate this to the committee members. The clerk will also inform the councillors of when the Fridays off will be taken.

The meeting closed at : 5.55pm  
Date of next meeting :