

PERSONNEL COMMITTEE MEETING

25th March 2024 in the Pavilion, SY5 0RF

Present:

Cllrs Duncan Fletcher, Michelle Trow, Allan Hodges and Nick Hignett

Also present: Debbie Marais, Clerk

PERS 20.23 Apologies: Cllr John Pritchard

PERS 21.23 Declarations of Interest – none received.

PERS 22.23 Public – no members of the public were present

PERS 23.23 Minutes of Previous Meeting. After a proposal by Cllr Fletcher, seconded by Cllr Hodges, all in favour, it was **RESOLVED** that the minutes of the Personnel Committee meeting held on 16th November 2023 were accepted as a true record and duly signed.

PERS 24.23 Update on H&S/HR support for council. A verbal report was received from Clerk, which was **NOTED**. A meeting with HR had taken place and the new contracts/employee handbook were featured under items on this agenda. A site visit with H&S contact would take place on 8th April 2024. Clerk had received training on using the different portals and staff would be added and requested to undertake training.

PERS 25.23 Review new staff contracts. A template contract was reviewed and clerk would set up individual contracts as agreed. The template contract would be recommended to full council to go out for staff consultation from 9th April to 3rd May. Any staff feedback would be reviewed at a Personnel Committee meeting at the beginning of May. The Employee Handbook would be reviewed at the Personnel Committee meeting in May.

PERS 26.23 Additional hours for Building Assistant. It was agreed that the following recommendation would be made to full council at the meeting on 8th April 2024:

An additional two hours per week be added to the Building Assistant’s contract, bringing the hours to 22 per week. These additional hours would be for watering the planters, defibrillator checks and looking after the Pavilion and School Green noticeboards.

Clerk would have the budget figures for this increase before the April meeting.

PERS 27.23 Succession planning. This document was deferred to the May Personnel Committee meeting and Clerk would also draw up a similar document for staff succession planning.

PERS 28.23 Training and Development Plan for Councillors. It was agreed to recommend to full council at the meeting on 8th April to approve the Training and Development Plan as amended by Clerk.

The meeting closed at 18.50

Signed:

Date:

Chairman Personnel Committee