

Minutes of the Personnel Committee meeting held on Wednesday 12th May 2021 at 19:00

Present: Councillors: Foskett, Whelan (M), Widdowson Lawar (Chair) and Heale

Also, present: Parish Manager

1. Welcome and register of those in attendance.
2. Apologies for absence
Valid absence was received from Cllr Heale this was proposed as accepted from Cllr Foskett, seconded by Cllr Widdowson and agreed by all. RESOLVED
3. Declaration of members' interests
None listed
4. Public Question Time
There were no questions received and no members of the public in attendance
5. Minutes of the meeting previous meeting
5.1. It was proposed by Cllr Widdowson that the minutes of the previous meeting held on the 17 th of March 2021 were a true record. This was seconded by Cllr Whelan and voted as 3 for, 0 against and one abstention. RESOLVED
5.2. Parish Manager provided a verbal update on the previous resolutions
5.2.1. Meetings had been held with both the Human Relations Contractor and the Health and Safety Consultant. Contracts have been agreed and duly signed. For both contracts action plans have been agreed. Updates will be provided, as necessary.
6. To review the policies and procedures relevant to this committee and agree those updated or created.
Members acknowledge the schedule of policies which will be reviewed as required.
6.1. The Complaints policy was reviewed, and Cllr Whelan proposed that with the amendments made it should be accepted. This was seconded by Cllr Widdowson and voted as all in favour. RESOLVED
6.2. The Vexatious complaints policy which compliments the above policy was also considered. There were many questions raised and the members were not content with the overall document. It was agreed that the Parish Manager would consult with other parishes to consider how what policies and processes they use. ACTION
7. To consider the resourcing requirements for the next 12 months
7.1. The job description, contract period and pay structure of the self - employed Environment and Premises Officer was discussed. Amendments were made to the structure of the JD with these amendments it was proposed by Cllr Whelan and seconded by Cllr Foskett that the position and job details be presented to Council. This was voted as all in favour RESOLVED



- 7.2. It was proposed by Cllr Whelan and seconded by Cllr Foskett that the Parish Manager's contracted hours be increased from 33 to 35 hours a week for 12 months. This will reflect the current working pattern and provide opportunity to cross train and manage the changes within the organisation at this time. This was voted as all in favour. **RESOLVED**

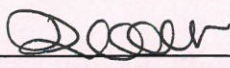
The contract variation will commence from the 1st April 2021

8. To agree to exclude the press and public due to the confidential nature of the business to be discussed

The meeting was formally closed at 20:30 for confidential items to be discussed. Exclusion of the public/press to allow for minutes to be written as confidential minutes was proposed by Cllr Lawar and seconded by Cllr Widdowson and agreed by all.

8.1 There were no resolutions or recommendations

The meeting was closed at 20:30

Chair 
Patricia Lawar

Date 18/06/2021