



Personnel Committee Minutes

Minutes of the Personnel Committee Meeting held in the Wilkins Centre, Compton, on Tuesday 21st June 2022. Commencing at 7:45pm.

Members Present: Councillor Ian Tong (Chair)
Councillor Rebecca Pinfold
Councillor Alison Strong

Members Absent: None

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: None

Minutes

PER22/23-001 As the previous Chairman of the Personnel Committee no longer sits on the committee, the members initially needed to vote for a member to chair the first item on the agenda.

Resolved: Councillor Ian Tong would chair PER22/23-002.

PER22/23-002 **To consider the election of a Chairman for the Personnel Committee for 2022/23**
Resolved: To elect Councillor Ian Tong as Chairman of the Personnel Committee for 2022/23.

PER22/23-003 **To receive, and consider for acceptance, apologies for absence from Members of the Committee**

All members were present so no apologies for absence were received.

PER22/23-004 **To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any requests for dispensation**

There were no declarations of interest or requests for dispensation.

- PER22/23-005 To receive:**
Questions or comments from members of the public regarding items on the agenda
Representations from any member who has declared a personal interest
There were no questions, comments or representations.
- PER22/23-006 To approve the minutes of the Personnel Committee Meeting held on 12th October 2021**
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Chairman signed the minutes.
- PER22/23-007 To discuss any matters arising from the minutes of the Personnel Committee Meeting held on 12th October 2021**
There were no matters arising.
- PER22/23-008 To review the following policies:**
- **Health and Safety Policy**
 - **Equality Policy**
 - **Home Working Policy**
 - **Lone Working Policy**
 - **Dignity at Work/Bullying and Harassment Policy**
 - **Grievance Procedure**
 - **Member/Officer Protocol**
 - **Volunteer Policy**
- Resolved: To continue with the above listed policies. Councillor Ian Tong will review the Lone Working Policy with regards to including a clause that no one should meet with a Member of the Public on their own.
- Recommendations: The following recommendations will be made to Full Council:
1. A budget of £200 should be set for the Clerk to purchase an office chair for home working.
 2. Allotment inspections should be introduced and take place every 6 months.
- PER22/23-009 To review the Pension Scheme Employer Policy Statement**
The Pension Scheme Employer Policy Statement will be updated due to a change in councillors. The Clerk will ascertain from the Berkshire Pension Fund whether the Chairman of the Personnel Committee can be referred to or if there needs to be a named individual and update the policy accordingly.
- PER22/23-010 To resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw**
Resolved: To exclude the Public and Press from the remainder of the meeting due to the confidential nature of the business in Minutes PER22/23-011 to PER22/23-013.
- PER22/23-011 To review the pension scheme rates for 2022/23**
The pension scheme rates for 2022/23 were reviewed.

PER22/23-012 To review the salary scale for 2021/22

The salary scale for 2021/22 was reviewed. It was noted this was only agreed upon in March 2022 and the increase was backdated to 1st April 2021.

PER22/23-013 To review the appraisal process

The Chairman of the Council will continue to conduct employee appraisals and will report back to the Personnel Committee.

PER22/23-014 To discuss matters for future consideration and for information

There were no matters for future consideration or information.

There being no further business, the meeting was closed at 8:45pm.

Chairman: _____

Date: _____

