



## Personnel Committee Minutes

Minutes of the Personnel Committee Meeting held Online via Zoom on Tuesday 25<sup>th</sup> May 2021.  
Commencing at 7:30pm.

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**Members Present:** Councillor Rebecca Pinfold

**Members Absent:** Councillor Dave Aldis  
Councillor Alison Strong

**Officers Present:** Sarah Marshman, Clerk/RFO

**In Attendance:** None

### Minutes

On 26<sup>th</sup> April 2021, the Council resolved that instead of returning to face-to-face meetings, a Temporary Scheme of Delegation would be put in place in order to allow the Clerk to enable decisions to be taken under the direction of Councillors until face-to-face meetings recommence. This meeting is therefore not a formal meeting, but an advisory Personnel Committee Meeting. All recommendations made at this meeting will be enacted by the Clerk where appropriate and ratified at the next face-to-face Personnel Committee Meeting.

**PER21/22-001** Due to apologies being received from Councillors Aldis and Strong, the meeting was declared inquorate. The meeting was adjourned until Wednesday 26<sup>th</sup> May 2021 at 7:30pm.

The meeting resumed on Wednesday 26<sup>th</sup> May 2021 at 7:30pm

**Members Present:** Councillor Dave Aldis  
Councillor Rebecca Pinfold  
Councillor Alison Strong

**Members Absent:** None

**Officers Present:** Sarah Marshman, Clerk/RFO

**In Attendance:** None

- PER21/22-002 To consider the election of a Chairman for the Personnel Committee for 2021/22**  
Resolved: To elect Councillor Aldis as Chairman of the Personnel Committee for 2021/22.
- PER21/22-003 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.
- PER21/22-004 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**  
No declarations of interests or requests for dispensation were received.
- PER21/22-005 To approve the minutes of the Personnel Committee Meeting held on 14th December 2020**  
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Chairman will sign these minutes once the decision has been ratified by the Personnel Committee
- PER21/22-006 To discuss any matters arising from the minutes of the Personnel Committee Meeting held on 14<sup>th</sup> December 2020**  
The Sports Pavilion Manager was discussed. The Council is currently intending for the Sports Pavilion Working Party to manage this for now, so the role description will not be pursued at this time.
- PER21/22-007 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**
- The Government website states they are due to update equality information. The Equality Policy will be a rolling item on the agenda so it can be monitored for any necessary updates as government policy is updated.  
The Clerk will review the Home Working Policy in light of the effects of the recent pandemic.  
Resolved: To continue with the above listed policies.
- PER21/22-008 To review the Pension Scheme Employer Policy Statement**  
Resolved: To update the policy to reflect that Councillor Strong will now take on the role of arbitrator.
- PER21/22-009 To review the Flood Warden vacancy**  
The Council will pursue a possible person to take on this role. If this is unsuccessful, the Clerk will advertise the role.

**PER21/22-010 To review the pension scheme rates for 2021/22**

The pension scheme rates for 2021/22 were reviewed.

**PER21/22-011 To discuss matters for future consideration and for information**

The Local Government Association has recently updated the Model Code of Conduct.

Recommendation: That the updated Model Code of Conduct be considered for adoption by Full Council.

**PER21/22-012 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 Minute PER 21/22-013.

**PER21/22-013 To review employee working hours**

Recommendation: The Full Council increases the Clerk's working hours to 16 per week with up to 4 hours per week overtime when required.

There being no further business, the meeting was closed at 8:12pm.

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_