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Minutes of the meeting of The Personnel Advisory Committee held on Monday 8th August 2022 at 7pm in the Valley Ridge Community Centre

To be approved at the meeting of Personnel Advisory Committee to be held Monday 11th September 2023

Present: Councillor J, Mawson, Councillor M. Eyre, Councillor J. Simpson and D Meir (Clerk)

001/PR/2223. Election of Chairman and Vice Chairman

- a. To receive nominations and elect a Chairman
Councillor J Almond was nominated and elected as Chairman
- b. To receive nominations and elect a Vice Chairman
Councillor J. Mawson was nominated and elected as Vice Chairman

002/PR/2223. Apologies:

- a. To note apologies received and approve any reasons for absence
Apologies were received from Councillor J Purcell and Councillor J. Almond. **It was resolved** to approve the reasons for absence.

003/PR/2223. To Note any Declarations of Interest:

- a. To note declarations interests not already declared under members code of conduct or members register of disclosable pecuniary interests
None
- b. To approve dispensation requests
None

004/PR/2223. Meeting of Personnel Advisory Committee held 27th July 2021

- a. To approve minutes of the meeting of Personnel Advisory Committee held 27th July 2021 as a true and accurate record of that meeting.
It was resolved to approve the minutes of the meeting of Personnel Advisory Committee held 27th July 2021 as a true and accurate record of that meeting.

To consider exclusion of the press and public by virtue of Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed (agenda item 005/PR/2223)

It was resolved to exclude the press and public for consideration of item 005/PR/2223

005/PR/2223. Appraisals and Training

- a. To consider the clerks appraisal reports and agree any actions
It was resolved to recommend to full council to increase the clerks' contracted hours to 70 per month and reduce the approved overtime to 10 hours per month plus and overtime necessary to complete CiLCA training.

- b. To consider the caretakers appraisal reports and agree any actions
It was resolved that Councillor Eyre would look into putting up hooks for the equipment in the caretaker's container.
- c. To receive an update on the Clerks CiLCA training and agree any actions
The clerk provided an update on her CiLCA training which is approximately half completed.

006/PR/2223. Environmental Impact

- a. To consider the environmental impact of the work of the Committee and agree any actions.
No actions required.

007/PR/2223. Next Meeting

- a. To notify the Clerk of matters for inclusion on the agenda for the next meeting
 - Review of appraisals
- b. To consider date of next meeting of Personnel Advisory Committee
It was resolved to approve the date of the next meeting of the Personnel Advisory Committee as Monday 11th September 2023 at 7pm.

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