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Minutes of the meeting of the Personnel Advisory Committee held Monday 4th September 2023 at 6:30pm in the Valley Ridge Community Centre

To be approved at the meeting of the Personnel Advisory Committee to be held on Monday 4th March 2024

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

001/PR/2324. Election of Chairman and Vice Chairman

- a. To receive nominations and elect a Chairman
It was resolved to elect Councillor D. Martin as Chairman
- b. To receive nominations and elect a Vice Chairman
It was resolved to elect Councillor J Mawson as Vice Chairman

002/PR/2324. Apologies:

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

003/PR/2324. 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/2324. Meeting Minutes

- a. To approve minutes of the meeting of Personnel Advisory Committee held 8th August 2022 as a true and accurate record of that meeting.
It was resolved to approve the minutes of the meeting of Personnel Advisory Committee held 8th August 2022 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 items 005/PR/2324 and 006/PR/2324)

None present

005/PR/2324. Appraisals and Training

- a. To consider the clerks appraisal reports and personal development plan and agree any actions

The appraisal report was reviewed and accepted by the Committee and it was agreed for the clerk to look into finance systems and bring the findings back to council for consideration.

- b. To consider the caretakers appraisal reports and personal development plan and agree any actions

The appraisal report was reviewed and accepted by the Committee with no further actions required.

006/PR/2324. Clerks Hours

- a. To review the clerk's contracted hours and make recommendation to full council.

It was resolved to recommend to full council to increase the clerk's contracted hours to 90 hours per month and approve up to 20 hours overtime per month to be used when needed.

007/PR/2324. Next Meeting

- a. To notify the Clerk of matters for inclusion on the agenda for the next meeting

- Review of personnel policies

- b. To consider date of next meeting of Personnel Advisory Committee

It was resolved to confirm the date of the next meeting of the Personnel Advisory Committee as Monday 4th March 2024 at 6:30pm.