



[www.kippax-pc.gov.uk/](http://www.kippax-pc.gov.uk/)

Minutes of the extraordinary meeting of the Personnel Committee held Tuesday 23<sup>rd</sup> April 2024 at 7:15pm in the Valley Ridge Community Centre.

**Approved at the meeting of the Personnel Committee held on Tuesday 11<sup>th</sup> June 2024**

**Present:** Councillor D. Martin, Councillor J. Almond, Councillor G. Cobb, Councillor G. Hardwick, Councillor M. Eyre and D. Meir (Clerk)

**012/PR/2324. Apologies:**

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

**013/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**

**014/PR/2324. Meeting Minutes**

- a. To approve minutes of the extraordinary meeting of the Personnel Committee held 13<sup>th</sup> November 2023 as a true and accurate record of that meeting.  
**It was resolved to approve minutes of the extraordinary meeting of the Personnel Committee held 13<sup>th</sup> November 2023 as a true and accurate record of that meeting.**

**015/PR/2324. Committee Terms of reference**

- a. To consider and recommend to full council to approve the proposed amendments to the Personnel Committee terms of reference.  
**It was resolved to recommend to full council to approve the proposed amendments to the Personnel Committee terms of reference.**

**016/PR/2324. Personnel Policies**

- a. To consider and recommend to full council to approve the proposed amendments to the appraisal policy.  
**It was resolved to recommend to full council to approve the proposed amendments to the appraisal policy.**
- b. To consider and recommend to full council to approve the proposed amendments to the training policy  
**It was resolved to recommend to full council to approve the proposed amendments to the training policy.**

**It was resolved** to recommend to the Community Pantry Committee to produce a training checklist for volunteers.

- c. To consider and recommend to full council to approve the proposed amendments to the annual leave request form.

**It was resolved** to recommend to full council to approve the proposed amendments to the annual leave request form.

**017/PR/2324. Next Meeting**

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

- To elect the Chairman and Vice Chairman
- To elect the Liaison Councillor and second appraiser for the Clerk

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

**It was resolved** to approve the next date of the meeting of the Personnel Committee as Tuesday 11<sup>th</sup> June at 7:15pm in Valley Ridge Community Centre.

Signed: *D Martin*

Date: 11<sup>th</sup> June 2024