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Minutes of the meeting of the Personnel Committee held Tuesday 3rd September 2024 at 8pm in the Valley Ridge Community Centre

To be approved at the meeting of the Personnel Committee to be held on Tuesday 4th March 2025

Present: Councillor D. Martin, Councillor J. Almond, Councillor M. Eyre, Councillor G. Hardwick, Councillor L. Eyre (non-committee member) and D. Meir (Clerk)

013/PR/2425. Apologies:

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

014/PR/2425. 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

015/PR/2425. Meeting Minutes

- a. To approve the minutes of the meeting of the Personnel Committee held 2nd July 2024 as a true and accurate record of that meeting.
It was resolved to approve the minutes of the meeting of the Personnel Committee held 2nd July 2024 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 016/PR/2425)

Not required

016/PR/2425. Appraisals and Training

- a. To consider the clerk's appraisal reports and personal development plan and agree any actions
The clerk's appraisal report and personal development plan were reviewed, and no actions required.
- b. To consider the proposal to increase the clerk's contracted hours to 28 per week and make recommendation to full council
It was resolved to recommend to full council to approve the proposal to increase the clerk's contracted hours to 28 per week and to ask full council to review the overtime hours required.

- c. To consider the caretaker's appraisal reports and personal development plan and agree any actions

The Caretaker's appraisal report and personal development plan were reviewed, and it was agreed to look into updating health and safety training. Clerk to find suitable training to be approved by full council.

017/PR/2324. Next Meeting

- a. To notify the Clerk of matters for inclusion on the agenda for the next meeting
- To review Clerk's hours

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

It was resolved to approve the date of the next meeting of the Personnel Committee as 8pm on Tuesday 4th March 2025

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