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Draft minutes of the meeting of the Personnel Committee held Tuesday 3rd June 2025 at 8pm in St. Mary's Lower Church Hall.

To be approved at the meeting of the Personnel Committee to be held on Tuesday 2nd September 2025

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

Absent: Councillor J. Almond and Councillor G. Hardwick

001/PR/2526. Appointments:

- a. To receive nominations and elect a Chair
It was resolved to elect Councillor D. Martin as Chair
- b. To receive nominations and elect a Vice-Chair
It was resolved to elect Councillor J. Almond as Vice-Chair
- c. To receive nominations and elect a member to act as Liaison Councillor to the Clerk/RFO
It was resolved to elect Councillor D. Martin as Liaison Councillor to the Clerk/RFO
- d. To receive nominations and elect a second Councillor to undertake the clerk's annual appraisal alongside their Liaison Councillor
It was resolved to elect Councillor M. Eyre as second Councillor to undertake the clerk's annual appraisal alongside their Liaison Councillor.

002/PR/2526. Apologies:

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

003/PR/2526. 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/2526. Meeting Minutes

- a. To approve the minutes of the meeting of the Personnel Committee held 4th March 2025 as a true and accurate record of that meeting.
It was resolved to approve the minutes of the meeting of the Personnel Committee held 4th March 2025 as a true and accurate record of that meeting.

005/PR/2526. Policies

- a. To review the proposed Health and Safety Policy and make recommendation to Full Council
It was resolved to recommend to Full Council to approve the proposed Health and Safety Policy
- b. To review the proposed Lone Worker Policy and make recommendation to Full Council
It was resolved to defer consideration of the Lone Worker Policy to Full Council

- c. To review the Training Policy and make recommendation to Full Council
It was resolved to recommend to Full Council to approve the proposed amendments to the training Policy
- d. To review the Training Request Form and make recommendation to Full Council
It was resolved to recommend to Full Council to approve the proposed amendments to the Training Request Form
- e. To review the Training Evaluation Form and make recommendation to Full Council
It was resolved to recommend to Full Council to approve the Training Evaluation Form without any amendments
- f. To review the Appraisal Policy and make recommendation to Full Council
It was resolved to recommend to Full Council to approve the proposed amendments to the Appraisal Policy.
- g. To review and approve the Committee's review schedule
It was resolved to approve the Committee's review schedule.

006/PR/2526. Next meeting

- a. To notify the Clerk of matters for inclusion on the agenda for the next meeting
None
- 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 Tuesday 2nd September at 8pm.