

# KENNINGTON COMMUNITY COUNCIL

**There is to be a Meeting of the Personnel & Development Committee  
It is being held on Thursday 1<sup>st</sup> August 2019 at 7pm  
St Mary's Community Centre, Rylands Rd, Kennington, TN24 9LH**

**You are hereby summoned to attend; the agenda is as follows:**

**001/19D To note those present and list apologies for absence.**

**002/19D To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.**

*A member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part unless a relevant Dispensation has been granted.*

*A member who declares an OSI will be able to speak on the item, but will be required to leave the meeting for the vote*

*Councillors may also declare a voluntary Interest if they are unsure of their position. Inclusion and voting will be decided at the time of the declaration.*

**003/19D Introduction: Chair of Council**

**004/19D To elect a Chairman for the Personnel & Development Committee.**

**005/19D To note the Council's adopted Terms of Reference for The Personnel & Development Committee.**

**006/19D To review the Training & Development Policy adopted 9<sup>th</sup> May 2019 and make any recommendations to the full council.**

**007/19D To note the KALC brochure 'Our Learning and Development Brochure 2018-2019' and develop training paths for each committee and for all councillors, taking account of the Council's training budget adopted 9<sup>th</sup> May 2019.**

**008/19D To review the draft Dignity at Work Policy and make recommendations to the full Council for their approval.**

**009/19D To review the draft Equality & Diversity Policy and make recommendations to the full Council for their approval.**

**010/19D To exclude the public under Public Bodies (Admission To Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972.**

## KENNINGTON COMMUNITY COUNCIL

**011/19D To note and approve the Clerk's Contract.**

**012/19D To review and approve the Clerk's Job Description.**

**013/19D To note the Clerk's training requirements.**

**014/19D To consider the use of a PO Box address for Council correspondence and if agreed to pass to next council meeting for approval.**

**015/19D To consider the purchase of a mobile phone and suitable airtime contract for the Clerk.**

**016/19D To note and approve the Clerk's holiday requests.**

**017/19D To note additional hours being worked by Clerk.**

**018/19D Date of next meeting.**

**019/19D Close of meeting.**

Signed

*Alison Rudd*

Clerk to Kennington CC