

KENNINGTON COMMUNITY COUNCIL

THERE IS MEETING OF THE **PERSONNEL & DEVELOPMENT COMMITTEE** OF THE ABOVE COUNCIL.
IT IS BEING HELD ON **TUESDAY 1st OCTOBER** IN ST MARY'S COMMUNITY CENTRE,
STARTING AT **7.00PM**
YOU ARE HEREBY SUMMONED TO ATTEND
THE AGENDA IS AS FOLLOWS

20/19P&D To note those present and list apologies for absence.

21/19P&D 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.

22/19P&D To approve the draft minutes from the previous 1st August meeting

23/19P&D to consider

the scope of the new clerk role i.e. hours and pay scale

(This could delay the date of the ad going out if has to be ratified by council on 9th)

- Confirm the clerk JD, job advert and application form/process
- Agree Interview process and timelines
- Appointment and induction process
- Proposal for admin clerk
- Training planner prepared by Chris Morley

Papers to follow

24/19P&D To consider purchasing HR services to include employment contract and employee handbook incorporating all necessary policies

Signed

Linda Hedley

Locum clerk