



## PERSONNEL & DEVELOPMENT COMMITTEE

### AGENDA

- 24<sup>th</sup> February 2021

There is to be a Meeting of the **Personnel and Development Committee**

It is being held on **Wednesday 24th February 2021 at 6:30pm** via Teams

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

**016/21P&D To note those present and list apologies for absence.** Members who cannot attend a meeting shall tender their apologies to the Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for the member's absence shall be accepted.

**017/21P&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.

**018/21P&D To approve and sign** the minutes of the meeting held on 6th January 2021.

**019/21P&D Recruitment of an Allotments Manager / Assistant Clerk – to receive** an oral update on progress of recruitment to the positions of Allotments Manager/Assistant

**020/21P&D Recruitment of a Locum Allotment Manager – to receive** an oral update on progress of recruitment to the positions of Locum Allotments Manager

**021/21P&D Recruitment Panel for Allotments Manager/Assistant Clerk - to consider** membership of a Recruitment Panel for the position of Allotments Manager/Assistant Clerk and to **invite** Council to nominate Councillors to serve

**Note:** Terms of Reference state: 11 viii) To appoint from members of the full Council a recruitments panel when necessary and recommend appointments to the Council. Recruitment panels will normally include 3 members in the case of appointment to the Clerk/Responsible Officer or Deputy Clerk posts: two members for all other posts. The Clerk/Responsible Officer may be invited to advise the recruitment panel where appropriate.

**022/21P&D Annual Plan for Personnel and Development - to consider** the Annual Plan for Personnel and Development and to **make** recommendations to Council

**023/21P&D Councillor Training - to receive an** oral update on Councillor training planned to 31 March 2021.



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**024/21P&D Skills Audit** - to **consider** a draft Skills Audit for Councillors and non-Councillors and to make recommendations to Council

**025/21P&D Council Health and Safety Policy** - to **consider** a draft Council Health and Safety Policy as delegated.

**026/21P&D IT equipment** - to **consider** IT equipment refresh for the Clerk and to make provision for the Allotments Manager/Assistant Clerk

**027/21P&D IT infrastructure** - to receive an update on securing a support contract for IT infrastructure

**028/21P&D Non-Councillor appointments** - to **note** the draft policy on Appointment of Non-Councillors and **consider** application to P&D membership

#### **029/21P&D Standing Items – Staff Matters**

- I. To **receive** an oral report of staff training completed and planned
- II. To **receive** an oral report summary of staff hours recorded for last reporting period
- III. To **receive** staff holiday requests
- IV. To **receive** other staff items requiring approval

**030/21P&D Items for inclusion on the next agenda** (For Councillors to raise items for information and to request items for the next agenda)

**031/21P&D Next meeting** - To agree the date of the next meeting.

**032/21P&D Close meeting.**

Signed

*Deborah Prior*

Clerk, Kennington Community Council

**To join the meeting, please contact the Clerk by 5pm, 23<sup>rd</sup> February on**

**Mobile: 07928 824482 or via Email: [clerk@kenningtoncc.gov.uk](mailto:clerk@kenningtoncc.gov.uk)**