



# KENNINGTON COMMUNITY COUNCIL

## PERSONNEL & DEVELOPMENT COMMITTEE

### AGENDA

- 31st March 2021

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

It is being held on **Wednesday 31<sup>st</sup> March 2021 at 7.15pm** via **Teams**

You are hereby summoned to attend:

the **agenda** is as follows:

- 033/21P&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.
- 034/21P&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.
- 035/21P&D To approve and sign** the minutes of the meeting held on 6<sup>th</sup> January 2021.
- 036/21P&D To approve and sign** the minutes of the meeting held on 24th February 2021.
- 037/21P&D Allotments Manager/Assistant Clerk - to receive** an oral report from the Recruitment Panel regarding **recommendations** for candidates to interview for the vacant position
- 038/21P&D Recruitment of a Locum Allotment Manager – to receive** an oral update on progress of recruitment to the positions of Locum Allotments Manager
- 039/21P&D Annual Plan for Personnel and Development - to consider** the Annual Plan for Personnel and Development and any input from members
- 040/21P&D Councillor Training - to receive an update** on Councillor training requirements for 2021/22 and make recommendations to Council
- 041/21P&D Skills Audit - to receive an update** on the Skills Audit for Councillors and non-Councillors
- 042/21P&D IT infrastructure - to receive an update** on securing a support contract for IT infrastructure
- 043/21P&D Non-Councillor appointments - to consider** proposals for appointment of non-Councillors to this Committee



**044/21P&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
- V. To **receive** other staff items requiring approval

**045/21P&D Items for inclusion on the next agenda** (For Councillors to raise items for information and to request items for the next agenda)

**046/21P&D Next meeting** - To agree the date of the next meeting.

**047/21P&D Close meeting.**

Signed

*Deborah Prior*

Clerk, Kennington Community Council

**To join the TEAMS meeting, please contact the Clerk by 5pm, 26<sup>th</sup> March on**

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