



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

It is being held on **Wednesday 6<sup>th</sup> January 2021** at 6:30pm via Teams

You are hereby summoned to attend.

the agenda is as follows:

- 001/21P&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*
- 002/21P&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.*
- 003/21P&D** To approve and sign the minutes of the meeting held on 18<sup>th</sup> November 2020.
- 004/21P&D** Recruitment of an Assistant Clerk/Allotment Officer - to consider the following items and make recommendations to Council for approval:
- i) Job description
  - ii) Person Specification
  - iii) Job evaluation and banding (SLCC matrix)
  - iv) Advertisement
  - v) Consideration of retaining a temp/locum for allotments officer role
- 005/21P&D** Clerk's work plan January to April 2021 - to receive an oral update on the key items in the Clerk's work plan for January to April 2021
- 006/21P&D** IT infrastructure and support - to consider obtaining external support for staff IT estate and make recommendations to Council for approval
- 007/21P&D** Printer - to consider purchase of multi-function printer for Clerk and make recommendations to Council for approval
- 008/21P&D** Clerk's training plan
- i) to receive an oral update on the Clerk's training plan
  - ii) to consider any further training requests for approval under delegated authority
  - iii) to discuss training requirements for Assistant Clerk/Allotment Officer



## PERSONNEL & DEVELOPMENT COMMITTEE

### AGENDA

- 6<sup>th</sup> January 2021

- 009/21P&D**      **Social Media Policy - Impact on Staff and Training**  
i) consider conflicts with Clerk's contract and propose any necessary amendments to Policy (action arising from minute 25/20 d))  
ii) consider amendments to current Social Media Policy in line with Social Media Plan (action arising from minute 134/20) to propose amendments to next suitable Full Council
- 010/21P&D**      **Items for inclusion on the next agenda** (*For Councillors to raise items for information and to request items for the next agenda*)
- 011/21P&D**      **To agree the date of the next meeting.**
- 012/21P&D**      **To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972.**
- 013/21P&D**      **Clerk's additional hours** - to **consider** reports of total hours spent on each category per calendar month
- 014/21P&D**      **Clerk's Working Arrangements** – update on processes - to receive a paper on Clerk's Working Arrangements for consideration by Council
- 015/21P&D**      **Close meeting.**

Signed

*Deborah Prior*

Clerk, Kennington Community Council

To join the meeting: Contact the Clerk on 07928 824482 or [clerk@kenningtoncc.gov.uk](mailto:clerk@kenningtoncc.gov.uk)