

**Minutes of the Personnel & Development Committee**  
**Held at the St Mary's Community Centre on 1<sup>st</sup> August 2019 starting at 7pm**

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

Councillors: C Ellis, I Hewett, P Goodwin, C Morley

Also present: A Rudd – Clerk

Apologies: None received.

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

None were declared.

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

The Chair of the Council gave a brief introduction; explaining structure of committees, sub-committees and working groups in relation to the Council.

The Chair of the Council stated the importance of the various committees working in an advisory capacity and reporting back to the full Council.

At first there will be no delegated responsibility for the P&D Committee but this will be reviewed at a later date.

The Chair explained that the Finance and General Purposes Committee would have the remit to ensure the Terms of Reference and policies fit with each other.

The Chair of the Council also highlighted the importance of date setting for the P&D meetings to fit in with the financial obligations of the Finance & General Purposes Committee and timings of the full Council.

The Chair explained the dual role of the P&D Committee; looking at training and development in the meeting in public and employment in a private session.

At this point a councillor expressed that it was surprising that no welcome pack existed for councillors in their new role.

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

Cllr Goodwin was the sole nomination for the post of Chairman of the Personnel & Development Committee and was **elected** to this post.

Cllr Goodwin took the Chair.

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

The ToR for the Personnel & Development were **noted and reviewed**.

The following recommendations will be passed to the full Council:

- Paragraph 5) point a) The wording to be amended from 'Only the above may vote' to 'Only councillors referred to in paragraph 3) may vote'.
- Paragraph 10) 'Admission of the Public and Press...' should be removed.

A working group will convene to review any further recommendations for change to the ToR of the P&D Committee for approval at the Council meeting on 14<sup>th</sup> August 2019.

The regularity and timing of the P&D Committee was discussed at this point so that it would feed back to the Council for budget setting at the appropriate point.

A Grievance Policy and a Disciplinary Policy will need to be adopted and the Clerk confirm whether a standard policy is available for this purpose.

The subject of a welcome pack was discussed and the working group set up to review the ToR will consider this.

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

The adopted Training & Development Policy was **reviewed** and it was **noted** that a number of corrections and amendments should be recommended to the Council for approval.

A working party will review the Training & Development Policy in more detail to identify the recommended amendments to go to the Council meeting for approval on 14<sup>th</sup> August.

The Clerk will also confirm if there is a standard Training & Development Policy available to use from SLCC.

**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.**

The KALC brochure 'Our Learning and Development Brochure 2018-19' was **noted and reviewed**.

The P&D Committee should review the training requirements of the councillors; initially concentrating on standard pathways (for example – Planning Committee members requiring planning training and Finance & General Purposes Committee members requiring finance training).

The Chair of the Council will investigate if KALC could provide specific training for members of Kennington Community Council as a whole (being newly established) and possible in conjunction with other nearby parish councils. The Clerk will provide contact details for other nearby parish councils to investigate this option.

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

It was **agreed** that the draft Dignity at Work Policy would be reviewed at a later date by a working party with recommendations being established at the next Personnel & Development Committee.

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

It was **agreed** that the draft Equality & Diversity Policy would be reviewed at a later date by a working party with recommendations being established at the next Personnel & Development Committee.

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

None present.

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

The Clerk raised some points of concern relating to the Clerk's contract which were discussed and amendments to the contract agreed. The contract was **approved** with these amendments, which the Clerk will make, and will then be signed by the Clerk and the Chair of the Council.

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

The Clerk's Job Description was **approved** on the basis that it is the standard job description from the 'Model Contract of Employment and Job Description. Agreed between The NALC and the SLCC'.

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

The Clerk advised that she had completed four of the five modules within the ILCA qualification and that she recommended that she commence the CILCA training in the new year to allow time to develop further in her role.

**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.**

The Clerk presented the option of using a PO Box address for Council correspondence so that her private address was not on public display. This will be **recommended** by the P&D Committee to the Council on 14<sup>th</sup> August for approval.

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

The Clerk presented a recommendation that a mobile phone be purchased for use by the Clerk for Council business so that her private phone number was not on public display. This will be **recommended** by the P&D Committee to the Council on 14<sup>th</sup> August for approval.

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

The Clerk's holiday requests were noted and approved and the Clerk will update the Council at the appropriate month's meeting.

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

The Clerk updated the committee of additional hours required to meet the needs of the job during July. The Clerk is to advise the Council at the meeting on 14<sup>th</sup> August in order to gain approval for these hours to be paid.

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

The next meeting of the Personnel & Development Committee will be 15<sup>th</sup> January 2020 at 7pm – venue to be determined.

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

Signed

*Alison Rudd*

Clerk to Kennington Community Council