



KENNINGTON COMMUNITY COUNCIL

PERSONNEL & DEVELOPMENT COMMITTEE

MINUTES

- agenda published on 3rd December 2021

**A meeting of the Personnel and Development Committee
was held on Thursday 9th December at 7pm at the United Church**

- 048/21P&D To note those present and list apologies for absence.**
Present: Cllr Chris Morley (Chair), Cllr Alan Cooper, Cllr Charles Ellis and Cllr Carole White.
Also Present: The Clerk
- 049/21P&D To declare any Disclosable Pecuniary Interests (DPIs), Other Significant Interests (OSIs) or Voluntary Interests (VIs) relating to items on the agenda.**
None were declared.
- 050/21P&D To elect a Committee member to the vacant position of Chair for this committee until 2022 Annual Council Meeting.**
Nominations: Cllr Chris Morley was nominated and accepted.
Vote: Unanimously in favour of Cllr Chris Morley for Chair of the Personnel and Development Committee.
Resolved: Cllr Chris Morley elected Chair of the Personnel and Development Committee, until next Annual meeting of the Council.
- 051/21P&D To approve and sign the minutes of the meeting held on 6th January 2021.**
Resolved: Agreed the minutes circulated, for the 6th of January 2021, were approved unanimously, were declared a true record and to be signed by the Chair.
- 052/21P&D To approve and sign the minutes of the meeting held on 24th February 2021.**
Resolved: Agreed the minutes circulated, for the 24th of February 2021, were approved unanimously, were declared a true record and to be signed by the Chair.
- 053/21P&D Clerks contract - to discuss minor amendments to Clerk's contract of employment (including place of work, annual leave period, holiday entitlement) and make recommendations to Council**
Resolved Agreed: By all present that holiday should run for financial year and Cllr Cooper will cover in his note to Council. *Cooper*
Action: Cllr Cooper to cover in his note for Council to agree and note as applicable. *can*
- 054/21P&D Skills Audit - To review the Skills Audit and to agree distribution**
Resolved: Agreed Cllr Ellis and the Clerk will work together, circulate to all members asking for return for next PandD Committee, to be raised additionally at Council to ensure full engagement.
Action: Clerk and Cllr Ellis, to circulate and draw on responses once all received for next PandD.
- 055/21P&D Annual Plan for Personnel and Development - to consider the Annual Plan for Personnel and Development and any input from members**
Resolved Agreed: By all present to accept this as the current plan, Councillors are encouraged to propose amendments on this ongoing working document.
Action: Councillors to propose any amendments as they may arise.
- 056/21P&D Training Policy - To review the Council's Training Policy to make recommendations to Council for adoption (see 44.20 Training and Development Policy v2.2)**
Resolved: Agreed revised Training Policy to go to Council for adoption
Action: Training Policy to be added to next suitable Council agenda.
- 057/21P&D Councillor Training - to review an update on Councillor and Staff training to date 2021/22 and discuss future record keeping**

Signed:

Dated:

5 April 2022



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Resolved : Agreed Training need to be considered at each committee agenda
Action: Clerk needs to add to each committee agenda training needs/requirements
Action: Clerk to continue advising Councillors of upcoming training

058/21P&D Non-Councillor appointments - to consider proposals for appointment of non-Councillors to this Committee

Resolved: Agreed by All to draft from Cllr Coopers model and bring back to future meeting
Action: Clerk to add to a future meeting once further ideas to promote have been created.

059/21P&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

Noted: Update/s noted by all present.

060/21P&D Appraisal Arrangements - To confirm appraisal arrangements for 2021/22

Resolved: Agreed current processes to be used this year, with look to review for 22/23.
Action: To diarise to review for next suitable agenda timely for 22/23 reviews.

061/21P&D Qualification on Grading - To review effect of qualification on grading

Action: Noted that Clerks salary should have reflected passing of the Iica.
Action: Council members to be notified those changes and backdates will be made to rectify as appropriate, Cllr Cooper to cover at December Council.

062/21P&D Items for inclusion on the next agenda (For Councillors to raise items for information and to request items for the next agenda).

Resolved: Agreed future agenda will include Training , Councillor development and the Skills Audit.
Action: Clerk to incorporate into future agendas

063/21P&D Next meeting - To agree the date of the next meeting.

Resolved: Agreed the next meeting will be confirmed in due course.

064/21P&D To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972.

No members of the public were present to exclude.

065/21P&D Employment Contract- Other Employment Section 4, 4.1 During your employment you will devote your whole time and attention to your duties and you will not, without our prior written agreement, directly or indirectly hold any office in or be employed or engaged by or concerned or interested in any capacity (whether paid or unpaid) in any other business or undertaking.

- 1) To note and agree any current additional employments that the Allotments Officer may hold



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Noted and agreed by all present that the additional current work commitments are acceptable.

2) **To agree additional hours Clerk may have been offered at another Parish.**

Noted and agreed by all present that the additional work offering is acceptable.

066/21P&D Clerks Appraisal - To note the Clerk's Appraisal 2020
Noted: As actioned and detailed.

067/21P&D Close meeting. The meeting closed at 21.10

Signed: *CAF*

Dated: *5 Apr 2022*