



**A Meeting of the Personnel and Development Committee
was held on Wednesday 24th February 2021 at 6:30pm via Teams**

016/21P&D To note those present and list apologies for absence.

Members: Cllr Chris Morley (Chair), Cllr Charles Ellis, Cllr Carole White and Cllr Christie Haggis.

Also Present: Cllr Alan Cooper (ex officio) and the Clerk

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. None were declared.

018/21P&D To approve and sign the minutes of the meeting held on 6th January 2021. Action: Agreed with the Clerk to send minutes again with revision to 009/20 as agreed, Councillors please to forward amendments.

Action: Display Screen Equipment form needs completion by the Clerk.

Action: Annual Appraisal – to be brought to next meeting.

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. Update noted awaiting applications.

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. Update noted awaiting applications.

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

Recruitment Panel agreed: Cllr Alan Cooper, Cllr Chris Morley, (Cllr Haggis reserve) and one further Council member.

Action: Agenda item for March Council for recruitment of additional Councillor and for recruitment panel to be agreed.

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

Agreed: Councillors to review and take away and populate form and feedback and submit to Clerk and Cllr Morley before next meeting (31.03 tbc)



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Action: Councillors please populate and sent thoughts and comments before meeting 31.03) or before is possible

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

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

Agreed: Committee members to review and take away and feedback and submit to Clerk and Cllr Morley before next meeting or as soon as can complete the Skills Guide Template (31.03 tbc) with aim to out to be able to be agreed at next suitable Council meeting and rolled out for all Councillors to complete. Cllr Christie Haggis agreed will take lead skills audit when circulation goes to all Councillors.

Action: Councillors please populate and sent thoughts and comments before meeting 31.03)

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

Agreed: All committee unanimously agreed to adopt this policy.

Action: Clerk to add to Council website.

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

Agreed: This to be taken to next Council and add the addition of a new laptop and take on recommendations raised by Cllr Haggis and discussed by Committee for the new Clerk to also have a new laptop.

Action: Agreed to take to next suitable Council meeting with a recommendation for new Clerk new laptop to also be put forward for consideration.

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

Action: Clerk to continue research and bring back as soon as possible to next possible meeting.

028/21P&D Non-Councillor appointments - to note the draft policy on Appointment of Non-Councillors and consider application to P&D membership. Policy - Agreed: All committee unanimously agreed to adopt this policy.

Signed:

Dated:



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Policy - Action: Clerk to add to Council agenda for adoption

Non-Councillor membership application – Agreed committee members to send in ideas to Clerk and Cllr Morley for discussion at next meeting.

Non-Councillor membership application – Action: To add to next meeting agenda

029/21P&D Standing Items – Staff Matters

- I. **To receive an oral report of staff training completed and planned.** Noted.
- II. **To receive an oral report summary of staff hours recorded for last reporting period.** Noted. Action Clerk to circulate to committee members again.
- III. **To receive staff holiday requests.** No requests received.
- IV. **To receive other staff items requiring approval.** None were received.

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) Non-Councillor Membership., Standing items – Staff Matters, Annual plan, Councillor Training, Skills Audit, IT Infrastructure, Staff Appraisal.

031/21P&D Next meeting – The meeting is 31st March tbc

032/21P&D Close meeting. The meeting closed at 20:17.