

# KENNINGTON COMMUNITY COUNCIL



## PERSONNEL & DEVELOPMENT COMMITTEE

### MINUTES

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

**Meeting of the Personnel and Development Committee  
held on Wednesday 6<sup>th</sup> January 2021.**

**001/21P&D To note those present and list apologies for absence.**

**Members:** Cllr Chris Morley (Chair), Cllr Charles Ellis, Cllr Carole White

**Apologies:** No apologies were received.

**Also Present:** Cllr Alan Cooper (ex officio), Cllr Jane Martin, Cllr Alan Dean, the Clerk and one 1 member of the public.

**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. None were declared.**

**003/21P&D To approve and sign the minutes of the meeting held on 18<sup>th</sup> November 2020. The minutes need to be amended. The minutes were signed as a true record.**

**Action:** Cllr Alan Dean volunteered to send ideas of Skills Audit template form.

*Cllr Jane Martin left the meeting due to poor internet connections at 19:00 and re-joined at 19:05*

**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.

**Action:** Members to review column H of the job evaluation and send to Cllr Morley for collation re the Clerk/RFO.

**Concerns:** There were concerns raised by Cllr Alan Dean and Cllr Martin, that at 06.01.21 the Clerk's annual appraisal has not yet happened and this did not come to this meeting as an agenda item.

**To Note:** That the Clerk's annual appraisal has not yet taken place as at 31.12.20, the Clerk was on annual leave throughout the Christmas period until 04.01.21.

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

**Action:** An annual process to take place before the next Personnel and Development Committee but as soon as possible and brought to the next suitable meeting.

**To Note:** Encouraging that Cllr Martin in her recent experience as Chair of Chilham Council, advised there is a plethora of Clerks applying for jobs, a short list device will need to be considered.

Signed: *CF Morley*

Dated: *9/12/21*

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**Action:** Personnel and Development Committee will devise a short list device of applicants if required

*Cllr Martin was losing internet connectivity on and off throughout as advised herself and her PC was only at 4% and lost fully at 19.40.*

**Agreed:** It was agreed to take forward to recommend to Council the recruitment of an Allotments/Assistant Clerk

**Agreed:** It was agreed to take forward to recommend to Council the recruitment of a Locum Clerk to work on Allotments only until the vacancy has been filled.

**Action:** Clerk without commitment to do some market testing re Locum opportunities, ideally locally.

**Action:** Items to be included by Clerk on Council agenda 13<sup>th</sup> January 2021

**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**

**Action:** Clerk to bring this to next Personnel and Development committee meeting.

**Action:** Clerk to look at details around the two Annual meetings

**006/21P&D IT infrastructure and support - to consider obtaining external support for staff IT estate and make recommendations to Council for approval.**

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

**Action:** Clerk to start market research to see what is available and price to bring back to next suitable meeting.

**007/21P&D Printer - to consider purchase of multi-function printer for Clerk and make recommendations to Council for approval.**

**Action:** Clerk to find some example models and bring to Council for agreement. (monochrome/laser recommended).

**008/21P&D Clerk's training plan**

- i) to receive an oral update on the Clerk's training plan. Update Provided
- ii) to consider any further training requests for approval under delegated authority. No requests received.
- iii) to discuss training requirements for Assistant Clerk/Allotment Officer

Signed: *cfa*

Dated: *9/1/21*

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**Action:** Terms of Reference to be amended so as incorporates delegated powers re Clerks And Councillor Training

**Action:** New Officer training to be considered on recruitment when aware of skills already and skills then required.

**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.

**Action:** Agreed to recommend this to Council but on the request of Cllr Alan Dean to route this through the Communications Committee.

**010/21P&D Items for inclusion on the next agenda.** Items as recorded in the meeting. Clerks leave year April 21 to be reviewed, Skills Audit, Recruitment, IT support, Clerk training, Councillor training, Clerks Work Policy, Induction training, 3-year Strategy Plan working to Quality status 2023 working group.

**011/21P&D To agree the date of the next meeting.** The next meeting is on 24<sup>th</sup> February 2021 although tbc following Council's decisions on 13<sup>th</sup>.

**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.** Public excluded

**013/21P&D Clerk's additional hours - to consider reports of total hours spent on each category per calendar month.**

**Action:** Clerk to transpose current set up as formatting not printable

**Action:** Clerk to continue on a consistent process complete. Review to be considered after 1<sup>st</sup> April. (Actions from meetings i.e. to be under projects)

**014/21P&D Clerk's Working Arrangements – update on processes - to receive a paper on Clerk's Working Arrangements for consideration by Council.**

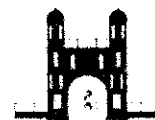
**Action:** Clerk leave year to be looked at again (previously not agreed to amend by Council)

*Cllr Dean left the meeting at 20:53*

**015/21P&D Close meeting,** The meeting closed at 9pm.

Signed: *Cam*

Dated: *9/12/21*



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Signed: *CAF*

Dated: 9/12/21