

**KENNINGTON COMMUNITY COUNCIL
PERSONNEL AND DEVELOPEMNT
COMMITTEE MEETING MINUTES**



- agenda published 31 March 2022

**An Ordinary Meeting of the
Personnel And Development Committee was held
on Tuesday, 05 April 2022 at 7.00pm,
at the United Reformed Church.**

- 1/22PD To note those, present and record any apologies.**
Present: Cllr Chris Morley (Chair), Cllr Carole White, Cllr Alan Cooper
Apologies: Cllr Charles Ellis
Also Present: The Clerk
- 2/22PD 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.
- 3/22PD To consider and adopt the Minutes of the Ordinary Meeting held on 09 December 2021**
Resolved: Agreed the minutes of the meeting held on 9th December 2021, were agreed and adopted as a true record by unanimous vote.
Action: Clerk to publish signed minutes on website.
- 4/22PD Public Open Session for members of the public who may make representations, ask and answer questions and give evidence regarding items on the agenda or to suggest issues for discussion at a future meeting.**
No public present.
- 5/22PD Terms of Reference: To review P&D ToR and make any recommendations prior to Annual Meeting of the Council**
Resolved: Agreed to accept uniformity amendments, Cllr Cooper to add amendments to one page table summary that will go to April Council for agreement of all at May Council as part of Annual meeting requirements. Amendment/rewording areas agreed a new paragraph on the non-voting members should declare any relevant interest and withdraw during any discussions these relate to, 3c, 4 addition of Chair resignation before annual meeting, Vice Chair wording to be added if one required, 7 re notice days to be uniform and when meetings to be held and detailed of for what each year to ensure all essentials are covered, 10 from Duties to Responsibilities, 11 Performance to Staff Appraisal, training and development 12. complaints change to Performance, Grievance and Employee Code of Conduct. Full table/breakdown to be presented at Council Meeting in April and May to be adopted.
Action: Cllr Cooper to summarise in one page document for April Council
- 6/22PD Assistant Clerk and Allotments Manager vacancy:**
1. To consider and finalise job description
2. To consider and agree arrangements for Recruitment Panel
Resolved: Agreed with slight amendments to add in applications will be considered if interest is in one aspect of this vacancy only.
Action: Clerk to make necessary amendments and sent to KALC for publishing.

Signed: *CK Morris*

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Dated: 30/6/22

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- 7/22PD Council Staff Subscriptions: To review of the Council's staff subscriptions to other bodies**
- Resolved: Agreed** the ALCC, SLCC subscriptions to continue being paid annually.
Action: Clerk to make payments as necessary.
- 8/22PD Employment policies and procedures: To review the Council's employment policies and procedures**
- Resolved: Agreed** to look at options for Sharepoint access for all Pand D committee members to be set after annual meeting and new committee memberships set.
Action: Cllr Morley to look at Sharepoint and access restrictions.
- 9/22PD Local Council Award Scheme (LCAS): To review progress towards submission of case for Foundation Award**
- Resolved: Agreed** that the following needs to be reviewed Complaints Procedure, Web Accessibility, Asset Register and Allotments
- Resolved: Agreed** that the support of Councillors to move current Ambers to Green by end of September.
- 10/22PD Skills Audit: To note an oral update and agree next steps**
- Resolved: Agreed** that these to be sent to Cllr Charles Ellis for next stage.
Action: Clerk to send to Cllr Ellis to action
- 11/22PD Councillor Training: To review arrangements and course availability for 2022-23**
- Resolved: Agreed** Clerk to chase KALC as were doing a summary of training our Councillors attended to date
Action: Clerk to chase KALC for information
- Resolved: Agreed** Clerk to go through Scribe accounts if not available and draw a list of all training paid for to date
Action: Clerk to action for next PandD
- 12/22PD Staff Training: To review arrangements and course availability for 2022-23**
- Resolved: Agreed** Clerk will continue with current training and look at FILCA once completed and vacancy completed to enable time to achieve, once assistant in place and room for time to do.
- 13/22PD National Salary Award 2021-2022: To note the salary award for 2021-22, effective from 1 April 2021, and to agree any actions require**
- Resolved: Agreed** and noted Assistant and Clerk salary has been adjusted accordingly, letters signed and passed to personnel.
Resolved: Agreed this will be in Clerks correspondence section at April Council meeting/Payments agreed
Action: Clerk to add to Clerk Correspondence oral update
- 14/22PD Appraisal Arrangements: To confirm appraisal arrangements for 2022-23**
- Resolved: Agreed** next appraisal to happen 1/9 or close to this date as can be arranged.
Action: Appraisal to be diarised.

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15/22PD Standing Items – Staff Matters

i) To receive an oral report of staff training completed and planned

Resolved: Agreed as per 12/22PD Clerk will continue with current training and look at FILCA once completed and vacancy completed to enable time to achieve, once assistant in place and room for time to do.

ii) To receive an oral report summary of staff hours recorded for last reporting period

Resolved: Agreed paper to be circulated and noted at April council

Action: Clerk to add to April Council meeting.

iii) To receive staff holiday requests

Resolved: Agreed Clerk can take holiday from 6th July to end of July for two-week holiday, will need to request cover for Clerking at Council meeting if Assistant not in place by then.

Action: Clerk to find alternative Clerk for Council meeting in July

iv) To receive other staff items requiring approval

Noted: That no items raised.

16/22PD To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972.

No public attended and no need for exclusion as no items needing discussion.

17/22PD Items for inclusion on the forthcoming agenda/s.

Resolved: Agreed items to be considered Appraisal cycle, Personal Safety for Councillors, First Aid and Self Defence Training

Action: Clerk to add to PandD future agenda

18/22PD Date of next meeting.

Resolved: Agreed to be determined by recruitment drive.

19/22PD Close of meeting. The meeting closed at 21.08