

KENNINGTON COMMUNITY COUNCIL PERSONNEL AND DEVELOPMENT COMMITTEE MEETING MINUTES



agenda published 23 June 2023

**A meeting of the
Personnel And Development Committee was held on
Thursday, 29 June 2023 at 8.00pm,
at the United Reformed Church.**

- 1/23PD To note those, present, record any apologies and those not present.**
Present: Cllr Katy Pauley, Cllr Chris Morley, Cllr Chacko Jacob and Cllr Charles Ellis
Also Present: Alan Cooper (Council Chair - Ex Officio) and the Clerk
- 2/23PD To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.**
None declared
- 3/23PD To consider and adopt the Minutes of the Ordinary Meeting held on 07 November 2022.**
Resolved: Agreed the minutes of the ordinary meeting held on 14th June 2023 were accepted as a true record.
Action: Agreed Clerk to publish signed minutes on the website.
- 4/23PD 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 members of the public were present.
- 5/23PD To elect a Committee member to the vacant position of Chair for this committee until 2024 Annual Council Meeting.**
Nominations: Cllr Chris Morley proposed by Cllr Charles Ellis and seconded by Cllr Chacko Jacob.
Vote: Unanimously in favour of Cllr Chris Morley being elected as Chair of the Personnel and Development Committee
Resolved: Agreed Cllr Chris Morley elected to the position of Chair of the Cllr Personnel and Development Committee.
- 6/23PD To elect a Committee member to the vacant position of Vice Chair for this committee until 2024 Annual Council Meeting.**
Nominations: Cllr Katy Pauley proposed by all.
Vote: Unanimously in favour of Cllr Katy Pauley being elected as Vice-Chair of the Personnel and Development Committee
Resolved: Agreed Cllr Katy Pauley elected to the position of Vice Chair of the Personnel and Development Committee.
- 7/23PD To agree a Committee member to the Communication and Events Working Group.**
Nominations: Cllr Chris Morley self-proposed but unanimously seconded by all Councillors present.
Vote: Unanimously in favour of Cllr Chris Morley being elected as Committee member to the Communication and Events Working Group.
Resolved: Agreed Cllr Chris Morley elected to the position of Committee member to the Communication and Events Working Group.

Signed:

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- 8/23PD Terms of Reference: To review the Terms of Reference and make any recommendations to next suitable Council meeting.
Resolved: Agreed** no amendments required.
- 9/23PD Training Policy: To review the current Training Policy and make any recommendations to next suitable Council meeting.
Resolved: Agreed** no amendments required.
- 10/23PD Employment policies and procedures: To review the Council's employment policies and procedures.
Resolved: Agreed** no amendments required.
Action: Clerk to contact Wellers Hedley to see if they can recommend ones to update.
- 11/23PD Skills Audit: To note an oral update and agree next steps.
Resolved: Agreed** this needs to be circulated again after updating with KALC courses attended and when and more availability for inserting different and additional skills.
Action: Clerk to bring back to next Committee meeting.
- 12/23PD Councillor Co-option Application Form: To review the Councillor Co-option Form and make any recommendations for amendment to next suitable Council meeting.
Resolved: Agreed** this needs to be agreed once amendments to incorporate under what qualification they are applying under is added so as Councillors can see how.
Action: Agreed Councillor Morley could update, and Clerk bring to next suitable Council.
- 13/23PD Non-Councillor Co-option Policy and Application Form: To review the Non-Councillor Co-option Policy and Application Form and make any recommendations for amendment to next suitable Council meeting.
Resolved: Agreed** this needs to be agreed once amendments to incorporate under what qualification they are applying under is added so as Councillors can see how.
Action: Agreed Councillor Morley could update, and Clerk bring to next suitable Council.
- 14/23PD Councillor Training: To review arrangements and course availability for 2023/24.
Resolved: Agreed** Councillors that have attended training, to inform Council of anything learnt and share any relevant documents to assist with continuing development of all Councillors through each other.
Action: Agreed Clerk to amend Council agenda under reports section to include training courses attended.
- 15/23PD Staff Training: To review arrangements and course availability for 2023/24.
Resolved: Agreed** to differ to next suitable meeting and once Assistant has joined.
Action: Clerk to look at course availability for both the Clerk and Assistant Clerk, although Clerk advised she would be completing Cilca first.
- 16/23PD Items for inclusion on the forthcoming agenda/s.
Action: Agreed** Clerk to circulate a list of all magazines and book held for circulation to all Councillors
Action: Agreed Clerk to devise and circulate PowerPoint showing Councillors how to use SharePoint

Signed:

CAK

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Action: Agreed Social Media policy is required and should be brought to a next suitable meeting

Action: Agreed Budget to be added to September/Octobers agenda

17/23PD Date of next meeting.

Resolved: Agreed the next meeting will be held before October Council/FGP.

18/23PD To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972.

19/23PD Assistant Clerk and Allotments Manager vacancy:

1. **To consider and agree recommendations from the Recruitment Panel.**

Resolved: Agreed with Recruitment Panels decision unanimously and will recommend to Council at next suitable Council meeting.

2. **To consider and agree the employment contract.**

Resolved: Agreed with current employment contract and pay scale detailed unanimously and will recommend to Council at next suitable Council meeting.

20/23PD Close of meeting.

The meeting closed at 21:15.

Signed:

CFA

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7 Sep 2023