**PERSONNEL COMMITTEE MEETING HELD ON**

**TUESDAY 18th MARCH 2025 @ 4.15Pm**

**Present:**

Cllr C Burton

Cllr M Evans

Cllr D Fletcher

Cllr L Robillard Webb

Mr M Wells – Town Clerk

*The meeting was chaired by Cllr Robillard Webb.*

**P.25/01 Apologies for Absence:**

None.

**P.25/02 Declarations of Interest and Requests for Dispensations:**

The Town Clerk advised that he would leave the meeting at juncture P.25/10.

There were no members of the public in attendance.

**P.25/03** **Exclusion of Press and Public – Public Bodies (Admission to Meetings) Act 1960:**

Members considered whether to move into closed session to consider confidential matters in the forthcoming agenda items in accordance with the Public Bodies (admission to Meetings) Act 1960 Section 1(2).

**Resolved:** In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that the public be excluded from the meeting during items PL.25.07, PL.25/08, PL.25/09 and PL.25/10 as it is likely, in view of the nature of the business to be transacted, that if members of the public were present during this item there would be a disclosure to them of exempt information within Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, on the grounds that information about an individual member of staff is confidential between the Council and the staff member.

**P.25/04** **Minutes of Meeting:**

i) Members received the minutes of the previous meeting held on 20.09.24 *(\*copy previously circulated)* and confirmed that they were an accurate record.

ii) The Town Clerk/Committee Chair advised members of the following updates:

* P.24/24 – Driver and Vehicle Policy is on the agenda for consideration as the Road Risk Policy.
* P.24/25 - Work Activities is on the agenda for consideration.
* P.24/25 – The Town Clerk has yet to investigate costs of agenda/minutes software.
* P.24/26 – The Training and Development Policy is on the agenda for consideration.

**P.25/05 Standing Item – Climate and Ecology Emergencies:**

Membersnoted the Council Declaration to embed the climate and ecology emergency declaration across all Council services, activities, plans and other relevant work, considering the environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

*It was resolved to re-order the items on the agenda to initially discuss confidential items P.25/07, PL.25/08, PL.25/09 and PL.25/10.*

*The meeting went into confidential session.*

*Cllr Evans joined the meeting at 4.40pm.*

**P.25/07 Work Activities (Deferred item P.24/25):**

(*Confidential* Members received and considered the employee activities list for the Assistant Town Clerk *Session*). (*\*copy previously circulated*):

**Resolved:** To note the activities list received and to provide feedback on the recommendations made at this meeting.

**P.25/08 Staff Appraisal – Actions:**

(*Confidential* Members considered the actions requiring committee consideration (*\*copy previously Session) circulated*). The Town Clerk provided a verbal summary at the meeting.

**Resolved:** To partially approve the request. The Town Clerk to feedback the proposed agreement.

**P.25/09 Assistant Town Clerk – Contractual Hours:**

(*Confidential*Members received and considered a contractual change to the employment contract.

*Session*).

**Resolved:** To approve as proposed.

The Town Clerk left the meeting at 5.45pm.

**P.25/10 Employee Salaries – 2025/26:**

(*Confidential* Members received and considered approving the salary scales for 2025/26 (*\*copy previously Session). circulated*).

**Resolved:** To approve as circulated without amendment.

The Town Clerk returned to the meeting at 5.47pm.

*The committee ended the confidential session.*

**P.25/06 Policies Review:**

Members received and considered adopting/readopting the following policies:

1. Health and Safety Policy (*\*copy previously circulated*)
2. Child Protection Policy
3. Safeguarding Policy
4. Disciplinary Procedure (*\*copy previously* circulated)
5. Employee Pensions Discretion Policy (*\*copy previously circulated*)
6. Road Risk Policy (*\*copy previously circulated*)
7. Training & Development Policy (*\*copy previously circulated*)

***Due to a lack of time, this item was deferred for consideration at the next meeting.***

**P.25/11 Conference Feedback 2024/2025:**

Members received feedback to note from the Town Clerk and Assistant Town Clerk following attendance at National Conference (Town Clerk) and Practitioners Conference (Assistant Town Clerk) (*\*copies previously circulated*).

***Due to a lack of time, this item was deferred for consideration at the next meeting.***

**P.25/12 Matters brought forward by Councillors (for information only):**

**Cllr Robillard Webb** advised members that a grievance has been received and will be progressed in accordance with the Council’s adopted Grievance Policy.

Meeting closed: 5.53 pm