

**Minutes of the Meeting of the Personnel Committee  
held by Zoom on 17<sup>th</sup> November 2020.**

Present:- Councillor A Wood – Chairman;

Councillors E Gilchrist, K Gulson, J Lusted and S Sanderson.

In attendance: H Taylor

**PER25. APOLOGIES**

An apology for absence from the meeting was received and accepted from Councillor P Russell (personal).

**PER26. DECLARATION OF INTERESTS**

No declarations were received.

**PER27. MINUTES**

Councillor E Gilchrist proposed approval of the Minutes of the Personnel meeting held on 22<sup>nd</sup> September 2020. This was seconded by Councillor K Gulson and unanimously **RESOLVED**.

**PER28. PUBLIC PARTICIPATION**

No Member of the Public wished to speak.

**PER29. STAFF TRAINING**

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members were advised of the training undertaken by the staff since the previous meeting and that planned.

**PER30. BUDGET 2020 - 2021**

Members were presented with a budget report as at 30<sup>th</sup> September 2020 (a copy of which has been appended in the Minute Book). In discussing the various budget headings, actual spend against predicted and the proposed figures for 2021/22, Members referred to the review by LGGS Pensions of employers contributions in November 2019 which had resulted in a reduction in payments and a substantial saving in the current budget. Whereupon, it was proposed by Councillor K Gulson, seconded by Councillor S Sanderson and unanimously **RESOLVED** that the budget be recommended to Full Council for approval.

**PER31. HEALTH AND SAFETY POLICIES**

On the proposal of Councillor J Lusted and having been seconded by Councillor E Gilchrist, it was **RESOLVED** that the contents of the following Health and Safety Policies be approved:

- Legionella Management
- Fire Action Plan; and
- Fire Safety.

**PER32. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC.**

That in accordance with Section 1(2) of the Public Bodies (admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting.

It was proposed by Councillor J Lusted, seconded by Councillor K Gulson and unanimously **RESOLVED** that the meeting should be closed to the public and press at 8.08pm and the matters record at Minute No PER33, PER34 and PER35 dealing with appraisal, holiday leave and staffing be treated as confidential and excluded from the Minutes to be made available for public inspection

**PER33. APPRAISAL UPDATE**

The Committee were informed that the new lockdown had caused issues with completing the staff appraisals but that the majority had been signed off. Members then discussed at length the value and benefits of performance reviews and the avenues that could be explored to improve staff performance as well as reward or recognise exceeding the standards expected.

**PER34. COVID 19 - MANAGING HOLIDAY AND EXTENSION OF CARRY OVER PROVISIONS**

Further to Minute No.PER8 of the meeting of the 30<sup>th</sup> June 2020 the Committee received a report by the Clerk (a copy of which is appended in the Annex to the Minute Book) summarising the levels of staff leave left to take before 31<sup>st</sup> March 2021. Having discussed the reasons why some levels were higher than others and the terms of the temporary amendment to the Working Time Regulations 1998, particularly around the meaning of "not reasonably practicable" Members felt that staff should be allowed this year to carry over 2 weeks of holiday unless there was clear evidence that issues relating to Covid-19 have prevented the worker from taking it. In that respect, Councillor A Wood proposed that staff be allowed to carry forward 2 weeks of leave into next years holiday entitlement unless special circumstances can be shown. This was seconded by Councillor S Sanderson and **RESOLVED** unanimously.

**PER35. STAFFING**

The Clerk updated the meeting on staffing levels and the approach taken in response to the recent second lockdown. Members placed on record their thanks to staff for the way they had responded to the pandemic.

**PER36. FINANCE OFFICER**

Further to Minute No.49 of the meeting of the 19<sup>th</sup> November 2019 and with the aid of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book) the Committee considered the renewal of the contract between the Council and Freelance Business Services for providing book keeping services and preparing financial statements and reports including the Annual Report and Budget. Having appreciated the valuable work undertaken over the year by Mrs Porter, it was proposed by Councillor J Lusted that the Parish Council renews its contract with FBS for the provision of accountancy and bookkeeping services, for a further year. This was seconded by Councillor E Gilchrist and unanimously **RESOLVED**.

**PER36. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.**

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business being concluded, the Press and Public be re-admitted to the meeting.

It was proposed by Councillor J Lusted and seconded by Councillor E Gilchrist that the press and public should be readmitted to the meeting.

Meeting closed at 9.15pm

Signed ..... Chairman.

DRAFT