

**Minutes of the Meeting of the Personnel Committee  
held by Zoom on 22<sup>nd</sup> September 2020.**

Present:- Councillors E Gilchrist, K Gulson, P Russell and A Wood.

In attendance: H Taylor

**PER12. ELECTION OF CHAIRMAN**

On the proposition of Councillor K Gulson, seconded by Councillor P Russell, it was **RESOLVED** that Councillor A Wood be elected Chairman of the Committee for the ensuing Municipal Year.

*Councillor A Wood in the Chair.*

**PER13. APOLOGIES**

Apologies for absence from the meeting were received and accepted from Councillor J Lusted and S Sanderson (both personal).

**PER14. ELECTION OF VICE CHAIRMAN**

On the proposition of Councillor P Russell, seconded by Councillor A Wood, it was **RESOLVED** that Councillor K Gulson be elected Vice Chairman of the Committee for the ensuing year.

**PER15. DECLARATION OF INTERESTS**

No declarations were received.

**PER16. MINUTES**

Councillor K Gulson proposed approval of the Public and Confidential Minutes of the Personnel meeting held on 30<sup>th</sup> June 2020. This was seconded by Councillor E Gilchrist and unanimously **RESOLVED**.

**PER17. PUBLIC PARTICIPATION**

No Member of the Public wished to speak.

**PER18. 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.

**PER19. ACTION PLAN**

Members received and noted a schedule of the Committee's projects included within the Council's Action Plan, the schedule would be used as a basis for the budget setting in November.

**PER20. CHRISTMAS AND NEW YEAR OPENING HOURS**

Reference was made to the Christmas Opening times and on the proposition of Councillor K Gulson and having been seconded by Councillor P Russell it was **RESOLVED** that the office closes from midday on Thursday 24<sup>th</sup> December 2020 and reopens on Monday 4<sup>th</sup>

January 2021. Arrangements would be made to cover waste collection/litter picking/hire of facilities between this period on a rota basis.

**PER21. 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 K Gulson, seconded by Councillor P Russell and unanimously **RESOLVED** that the meeting should be closed to the public and press at 8.06pm.

**PER22. 2020-2021 NATIONAL SALARY AWARDS**

By way of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book) Members noted the revised pay scales set by the National Joint Council for Local Government Services for 2020-21.

**PER23. STAFFING**

By way of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book), the Committee received a staffing update which included details of the recent workload created by the pandemic and the checklists undertaken to identify any possible hazards for staff due to Covid 19. Members placed on record their thanks to staff for all efforts over some very difficult months.

Discussions then focused on future staffing requirements relating to the retirement, next July, of the Finance Officer. The Clerk would investigate the options available to the Council.

**PER24. 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 K Gulson and seconded by Councillor E Gilchrist that the press and public should be readmitted to the meeting.

Meeting closed at 8.45pm



Signed .....

Chairman.