



YAXLEY PARISH COUNCIL

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

Tele/Fax 01733 241958

Email: clerk@yaxleypc.org.uk Website: www.yaxleypc.org

To: All Members of the Personnel Committee

Sir/Madam

You are hereby summoned to attend a Meeting of the **Personnel Committee** of the Yaxley Parish Council to be held **on Tuesday 27th July 2021, following a meeting of the Planning Committee, expected start time 8.00pm.**

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

20th July 2021

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- PER1. ELECTION OF CHAIRMAN**
To elect a Chairman for the Committee for the remainder of the Municipal Year.
- PER2. APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- PER3. APPOINTMENT OF VICE CHAIRMAN**
- PER4. DECLARATIONS OF INTERESTS IN AGENDA ITEMS**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- PER.5 MINUTES**
To approve as a correct record the Minutes of the meeting of the Personnel Committee held on Tuesday 16th February 2021 - attached.
- PER6. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Council.
- PER7. STAFF TRAINING**
To receive a report by the Clerk - attached.

PER8. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

To resolve 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 the Public be excluded from the Meeting.

PER9. STAFFING STRUCTURE AND SALARY GRADES

To receive a report by the Clerk – attached.

PER10. STAFFING UPDATE

To consider a verbal report by the Clerk – attached.

PER11. ENGAGEMENT ON SOCIAL MEDIA PLATFORMS

To discuss.

PER12. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

**Minutes of the Meeting of the Personnel Committee
held by Zoom on 16th February 2021 starting at 7.00pm.**

Present:- Councillor A Wood – Chairman;

Councillors K Gulson, J Lusted, P Russell, S Sanderson (for item PER45 onwards) and S Wayland.

In attendance: H Taylor

PER38. APOLOGIES

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

PER39. DECLARATION OF INTERESTS

No declarations were received.

PER40. MINUTES

Councillor J Lusted proposed approval of the Public and Confidential Minutes of the Personnel meeting held on 17th November 2020. This was seconded by Councillor K Gulson and unanimously **RESOLVED**.

PER41. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PER42. 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.

PER43. HEALTH AND SAFETY POLICIES

On the proposal of Councillor P Russell and having been seconded by Councillor J Lusted, it was **RESOLVED** that the contents of the Health and Safety and COSSH Policies be approved (copies of the documents are appended in the Minute Book).

PER44. 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 P Russell, seconded by Councillor J Lusted and unanimously **RESOLVED** that the meeting should be closed to the public and press at 7.20pm and the matters record at Minute No PER45 dealing with staffing be treated as confidential and where necessary this confidential information be excluded from the Minutes to be made available for public inspection

PER45. STAFFING

With the aid of a report by the Clerk (a copy of which is appended in the annex to the Minute Book) Members were updated on various staffing matters, particularly the implications of the third lockdown, the actions taken to make sure the workplace remained covid secure and a proposal to reward staff for their hard work over the past 12 months.

PER46. 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 S Sanderson that the press and public should be readmitted to the meeting.

Meeting closed at 7.30pm

Signed

Chairman.

PERSONNEL COMMITTEE

Agenda item: PER7

DATE: 27th JULY 2021

SUBJECT: STAFF TRAINING

1. PURPOSE OF REPORT

To note training arranged for staff.

2. TRAINING

The Clerk has passed on online first aid course run by the Skills Network and Michael from the Grounds Team will be attending a chainsaw course at Bedford College.

The Caretaker and relief Caretaker have been trained on a new floor scrubber purchased for the Amenity Centre. At the same time, they have been reminded of the management and use of the various substances used when cleaning.

The Clerk has nearly completed an online first aid course, workload permitting this should be passed by September.

RECOMMENDATION

That the contents of the report be noted.

Helen Taylor

Clerk to Yaxley Parish Council