

Minutes of Meeting of the Personnel Committee held on 2 November 2022 at 6.30 pm Virtual Meeting (Zoom)

Councillors Present: Carrie Townsend Jones (Chair), Sara Keeton, Rob Marshall & Ian Scott

Others Present: Steve Heydon (Clerk), HR Advisor

PN2211-01 Apologies:

Pam Erasmus & Richard Jarvis

PN2211-02 Declarations of Interest

None.

PN2211-03 Exclusion of Press & Public

RESOLVED that the press and public be excluded because of the confidential staffing matters to be discussed.

PN2211-04 Staff Cover for Absence

RECOMMEND cover for staff absence

PN2211-05 DISC Scheme

AGREED that MCC's HR consultant attend

- i. The December meeting of Council meeting and staff meeting to make presentation.
- ii. A staff meeting

PN2211-06 Staff Allowances Report

AGREED our HR consultant review as part of her monthly contract.

PN2211-07 Employee Budget 2023/24 Report

RESOLVED that the Chair of Council and Clerk sign a copy of the budgets as evidence of the review by the Personnel Committee

RECOMMEND that the Financial Regulations are updated to allow the signed copy of the Employee Budget to be kept electronically rather than in hard copy form.

PN2211-08 Training Plan

Clerk to write Training Plan for staff, Finance Committee to deal with councillors.

PN2211-09 Appraisal Process

Staff appraisals are being undertaken.