

Minutes of the Personnel Committee Meeting

On 30th March 2021

10:00am via Zoom

(Due to the COVID-19 pandemic it was not possible for Council to meet in person)

Present: Cllrs Denis Healy (Chair), Peter Astell, Duncan Jack (Vice Chair), and Linda Johnson.

In Attendance: Matthew Snowden (Deputy Town Clerk)

48/20 To receive apologies for absence

No apologies were received

49/20 Declarations of Interest and Dispensations

- (a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

No declarations were received.

- (b) To note dispensations given to any member of the council in respect of the agenda items listed below.

No dispensations were given.

50/20 To note the minutes of the Personnel Committee Meeting on 24th February 2021.

Proposal: To note the minutes of Personnel Committee Meeting on 24th February 2021

Proposed: Cllr D. Healy **Seconded:** Cllr D. Jack

Resolved: That the proposal be approved.

51/20 To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to the employment of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

Proposal: That item 7 of the agenda (any staffing or wellbeing issues) be brought forward and that once reported to the committee the Deputy Town Clerk will leave the meeting, due to matters relating to current staff duties (including those of the Deputy Town Clerk) being discussed, and that Cllr L. Johnson will complete notes and provide details for the minutes

Proposed: Cllr P. Astell **Seconded:** Cllr D. Jack

Resolved: The Deputy Town Clerk, having nothing to report under item 7, he left the meeting and Cllr L. Johnson took notes in his absence.

Motion: that the public be excluded from the meeting on the grounds that confidential information in relation to the engagement of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)

Proposed: Councillor D. Healy

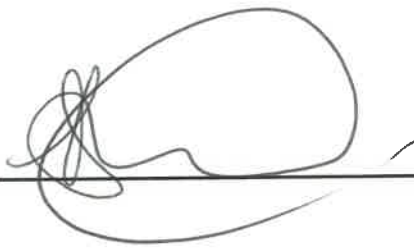
Seconded: Councillor D. Jack

Resolved: *That the public be excluded from the meeting on the grounds that confidential information in relation to the engagement of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)*

52/20 To receive and consider feedback from the Staff Appraisals held on Friday 26th March 2021.

The staff appraisals completed on March 26th were discussed by all members. It was proposed that current job specs are re-evaluated and discussed further at the next meeting, when salaries should also be reviewed.

Signed: _____

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the end.

Date: _____

12/4/21