



## MINUTES OF PERSONNEL COMMITTEE MEETING HELD WEDNESDAY 17<sup>TH</sup> JUNE 2020

**PRESENT:** Cllr C Dean (Chair of Committee), Cllr G Baum, Cllr A Brown, Cllr D Johnson and Cllr I Martin.

**ATTENDING:** The Deputy Clerk

Cllr C Dean welcomed the Cllrs and the public and opened the Personnel Committee meeting at 7.46pm.

### **HR.17/2020 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Cllr M Beal was not able to successfully join the meeting via Zoom due to technical issues. This was noted.

### **HR.18/2020 TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS FROM MEMBERS AND CONSIDER ANY DISPENSATION REQUESTS**

None had been received by the Deputy Clerk prior to the meeting and none were declared.

### **HR.19/2020 TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD 20<sup>TH</sup> NOVEMBER 2019 AND PREVIOUSLY CIRCULATED**

The minutes of the meeting held on 20<sup>th</sup> November 2019 had been previously circulated and were presented for approval.

Cllr A Brown proposed, seconded by Cllr I Martin, that the minutes be confirmed and signed as a true record.

**RESOLVED**

For: 5	Against:0	Abstained: 0
--------	-----------	--------------

### **HR.20/2020 TO PROGRESS THE FORTHCOMING VACANCY IN THE CLERK/RFO ROLE**

The Chairman of Council, Cllr A Brown, gave an update to the Committee following the resignation of the current Clerk/RFO on 18<sup>th</sup> May 2020. A review of the job description and a recruitment process & timeline were considered. Cllr C Dean requested that a task & finish group be formed to review the Clerks Job Description The Deputy Clerk noted that in accordance with the Committee's Terms of Reference all recommendations regarding the Clerk/RFO must be ratified. by the Full Council

Cllr C Dean proposed, seconded by Cllr G Baum, that a task and finish group consisting of Cllrs C Dean, D Johnson and I Martin be formed.

**RESOLVED**

For: 5	Against: 0	Abstained: 0
--------	------------	--------------

On the Deputy Clerk's recommendation, the Chairman reversed the order of the remaining agenda items.

### **HR.20/2020 TO ANSWER MEMBERS QUESTIONS ON PERSONNEL COMMITTEE MATTERS**

There were none.

### **HR.21/2020 CONFIDENTIAL STAFFING MATTERS**

The Deputy Clerk notified the Chair to state the following:- to prevent accidental disclosure of staffing matters and by virtue of Section 1.2, Public Bodies (Admissions to Meetings) Act 1960, to invoke Standing Orders 3d, 11 and 19, "that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the members of the public be temporarily excluded and they are instructed to withdraw". This was agreed.

The Chairman of the Council shared an update on staffing matters and recommendations to Full Council were agreed.

There being no other business the Chairman closed the meeting at 9.30pm.

\_\_\_\_\_  
Chairman