

# Littlemore Parish Council

## MINUTES OF THE MEETING OF PERSONNEL COMMITTEE HELD ON TUESDAY 26<sup>th</sup> JANUARY 2021 BY VIDEO LINK VIA ZOOM AT 7pm

Present: Councillor: Gill Sanders (Chairman)  
Councillor's: Kim Wicker (Vice Chairman), Lynda Comber.

Officers: Richard Wilkins (Clerk to Parish and R.F.O)  
Daniela Harrison (Assistant Clerk)

Meeting opened at 1900hrs.

### **P.1/21 Chairman's Welcome**

Cllr Gill Sanders welcomed everyone to meeting.

### **P.2/21 Apologies for Absence**

Cllr Macer Wicker                      Cllr Sue Stewart

**RESOLVED: To receive and note the apologies for non-attendance at the meeting.**

### **P.3/21 Declarations of Interest**

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

Cllr Gill Sanders reminded members that declaration can be made at any point during meeting.

### **P.4/21 Acceptance of Minutes Previous Meeting**

**RESOLVED: To agree and sign as a correct record the minutes of the Personnel Committee meeting held on**

Tuesday 29<sup>th</sup> September 2020

### **P.5/21 Annual Appraisals**

Parish Clerk informed members that the staff appraisals are being arranged. Following recent COVID restrictions this has proven difficult.

**P.6/21      Review and Agree Policies**

Parish Clerk presented Committee following three new policies.

- Lone Working Policy
- Learning & Development Policy
- Absence Policy

Cllr Gill Sanders presented each Policy to members and discussion was held on each policy.

Cllr Lynda Comber proposed that the three policies be recommended to full Council.

Cllr Kim Wicker seconded proposal

Unanimously agreed.

Cllr Gill Sanders requested it be noted the committee appreciate the hard work put in by Parish Clerk on policies.

**RESOLVED: to recommend policies listed above to next full council meeting of Littlemore Parish Council.**

that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**Moved by Gill Sanders                      Seconded by Cllr Lynda Comber**

Assistant Clerk was placed in waiting room for next two agenda items.

**P.7/21      Assistant Clerk Update**

Parish Clerk Richard Wilkins presented a confidential document to committee members. Committee members thanked the Clerk for updated and noted report.

**P.8/21      Appoint Assistant Clerk on Permanent Contract**

Parish Clerk Richard Wilkins provided confidential paper to committee members. Clerk Recommendation to appoint Assistant Clerk on permanent contract.

Committee members discussed the report and noted the Clerks recommendation.

Cllr Lynda Comber proposed that the Assistant Clerks contract be given a permanent contract when temporary contract expires, and this be recommended to full council.

Cllr Gill Sanders seconded proposal.

Unanimously agreed.

**RESOLVED: Recommendation to full Council for Assistant Clerk contract to be changed to permanent contract on expiry of current contract**

Assistant Clerk Daniela Harrison was brought back into room.

**P.9/21      Review Councils Sick Policy**

Cllr Gill Sanders noted this was error on agenda as discussed at agenda item P 6/21

**P.10/20      Review and Agree Training Program**

Assistant Clerk Daniela Harrison presented to Committee full report on staff training with a recommendation for courses for staff to undertake as previous provider of agreed program were no longer operating.

Committee members discussed report.

Cllr Gill Sanders proposed that Committee accept training program.  
Cllr Kim Wicker seconded proposal.

Unanimously agreed.

**RESOLVED: Training program to be actioned and payment to be made from Training Budget 2020/21.**

**P.11/20      Date of Next Meeting**

Tuesday 28<sup>th</sup> September 2021

Meeting Closed 20.10hrs

Signed as a true and accurate record

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Cllr Maggie Willis  
Personnel Committee Chairman  
Littlemore Parish Council