KIDLINGTON PARISH COUNCIL

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Minutes of a meeting of the Personnel Committee held at Exeter Hall on Monday 25 March 2024 at 2pm

24/Per/01

Present: David Robey, Lesley McLean, Alison Street, David Betts, Alan Graham, Melanie Moorhouse, David Thurling.

There were no apologies for absence. The Clerk was unable to attend because of ill health.

No disclosures of personal and prejudicial interests were received.

Due to the confidential nature of the business to be discussed the Committee resolved to exclude members of the public and press.

1. The Committee agreed that the Chair and Vice-Chair of Council should act as its Chair and Vice-Chair.

2. The minutes of the Personnel Sub Committee meeting held on 13 January 2021 were approved as a correct record.

3. Consideration was postponed until later of documents prepared by the Council's HR advisors in conjunction with the Clerk: Staff Handbook, Model Contract, Disciplinary and Grievance Policy, Disciplinary Procedure, Grievance Procedure**.** These should be considered in due course together with any other related documents.

4. The report prepared by the Clerk regarding KPC staffing was considered and the following points were agreed, to be discussed with her further at the next meeting.

    a) The need for regular reports on staff appraisals and performance management.
    b) It is assumed that serious performance management issues will be reported to the Committee, and that all staff have contracts.
    c) A more detailed, systematic and strategic examination is needed of challenges for the future, plans for new appointments, any scope for increasing efficiency, and (to identify any skills gaps) an analysis of existing staff competencies in relation to present and future needs.
    d) It was decided to recommend that an external consultant be engaged to review present and future staff provision.

5. The Committee approved the Chair and Vice-Chair's engagement of external legal and HR advice and an occupational health assessment, and agreed the related expenditure.

DAVID ROBEY
Chair
18 April 2024.

CONFIDENTIAL DRAFT