KIDLINGTON PARISH COUNCIL

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Minutes of the Meeting of Kidlington Parish Council Personnel Committee

held at Exeter Hall at 9.30am on Wednesday 24 April 2024

Present: Cllr David Betts, Cllr Lesley Mclean, Cllr Melanie Moorhouse, Cllr David Robey (Chair), Cllr Alison Street, Cllr David Thurling

In Attendance: Clerk – Rachel Faulkner
Apologies: Cllr Alan Graham

24/Per/02 Declaration of interests – none received

24/Per/03 The Council **RESOLVED** that the minutes of the Personnel Committee Meeting on 25 March 2024 were a true and correct record and they were signed by the Chair.

24/Per/04 Public Participation. None

24/Per/05 The Committee discussed the HR documents presented by the Clerk prepared by the Council's HR consultants: Staff Handbook, Disciplinary Procedure, Grievance Procedure, Disciplinary and Grievance Policy. It was agreed to approve the documents although it was acknowledged that as legislation changes they will need to be updated. Due to recent changes in the law the Council is expecting an update to some of the HR policies. The Committee proposed to review the updates of HR policies when these become available, together with the whole range of related documents. It was agreed that, when they are reviewed, these policies will be annotated with their source recorded and date adopted.

The Committee **recommends** to Council that the above documents be adopted.

The Clerk suggested and the Committee agreed that it would be beneficial to have quarterly Personnel Committee meetings.

Action: To diarise quarterly Personnel Committee meetings once the new committee has been formed in May.

It was RESOLVED that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public BE EXCLUDED from the meeting for the remainder of the meeting due to the confidential nature of the business to be transacted.

24/Per/06 The Committee discussed the Clerk's response to the committee's recommendation for a staff review. It was agreed to postpone consideration of a review until the new committee structure has settled and the Council has completed its work on Aims and Objectives.

The Committee noted that the Clerk has recently made appointments to two permanent part-time posts. It was agreed that the position regarding consultation on appointments should be clarified, and the committee **RECOMMENDS** to Council that the relevant clause

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of the present Scheme of Delegation should be revised to delegate the following to the Clerk.

b) Final decisions on the recruitment and day to day supervision and control of all the staff employed by the Council, except that the appointment of the Clerk and RFO must be approved by Council. All decisions regarding staffing structure, i.e. the refilling, modification, suspension or creation of posts, must be discussed in advance with the Personnel Committee. Following this discussion, the selection of candidates will be made in consultation with councillors as appropriate.

It was agreed that the Clerk would implement and record a programme of regular appraisals of all staff and report to the Committee regularly on any personnel issues or problems, including any performance management issues that may arise.

24/Per/07 Confidential record.

The meeting closed at: 12 pm

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