

Kidlington Parish Council

Exeter Hall, Oxford Road, Kidlington OX5 1AB

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Minutes of the Meeting of Kidlington Parish Council

Personnel Committee

held at Exeter Hall at 11.30am on Thursday 12 August 2024

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

In Attendance: Clerk – Rachel Faulkner

24/Per/08 The Committee **RESOLVED** to appoint the Chair and Vice Chair of Council as Chair and Vice Chair of the Committee. This was against the Clerk's advice who had stated that it is considered best practice to appoint a Chair and Vice Chair who are not Chair and Vice-Chair of the Council.

24/Per/09 **Apologies for absence** – all members were in attendance.

24/Per/10 **Declaration of interests** – none received.

24/Per/11 The Council **RESOLVED** that the minutes of the Personnel Committee Meeting on 24 April 2024 were a true and correct record and they were signed by the Chair.

24/Per/12 **Public Participation.** No members of the public attended the meeting.

24/Per/13 The committee reviewed the proposals from three HR Consultants and **RESOLVED** to accept the proposal from Personnel Advice and Solutions Ltd at a cost of £200 per month.
The Clerk confirmed that she would be seeking advice regarding updating all staff contracts and any changes to employment laws that might affect current HR policies.

24/Per/14 The Clerk updated the committee on the current staffing arrangements at KPC and presented an organisation chart (available on VSM drive and website) detailing all staff and reporting structure. Members asked for further details of hours worked by part time staff.

Action: Clerk to supply details of contracted hours for all staff

Members confirmed that they are happy with recruitment of new employees, Sarah Kearney and Ruth Mo and the work they are doing on the website and growing spaces.

The Clerk confirmed that no further appointments are planned although this will be reviewed once the council has confirmed its Strategic Plan and the Clerk can assess where extra resource may be required.

The Council discussed the current arrangement with CDC/Wild Oxfordshire regarding the resource provided by them in the form of two days per week working on projects related to nature recovery in community open spaces. It was agreed that this is an important resource to the Council and could not currently be undertaken by existing KPC staff. The committee to discuss further and refer to Community committee regarding budget requirements.
Action: Item for Community Committee to consider budget implications

- 24/Per/15** The committee discussed pinch points and the Clerk reported that, following complaints from a few residents and concern by members regarding grass cutting at St Mary's Burial Ground during the spring and early summer, a contractor had been employed to assist the grounds staff during this busy growing season. The Council agreed to review whether they wished to repeat this next year and therefore increase the budget or whether it was appropriate to accept that there are periods when the grass is longer and that a small number of residents might complain about that situation.
Action: To bring to Community Committee for budget consideration.
Some members of the committee raised concerns about paperwork for Council meetings and pointed out some occasions when relevant papers had been hard to find or labelled incorrectly. It was also requested that the agenda for all meetings be emailed to all councillors as well as being made available on the VSM drive.
Action: The Clerk to liaise with officers to ensure that meeting paperwork is provided for members in a timely and accurate way.
- 24/Per/16** The committee asked about job descriptions for new members of staff and it was confirmed that they had been issued.
The Clerk confirmed that she is attending a course for conducting appraisals and would be offering appraisals to all staff following that.
The committee accepted that currently dynamic appraisals are conducted with all staff on an on-going basis but expressed concern that these are not recorded in staff member's personnel records. The committee felt that more formal appraisals with staff members would be desirable.
- 24/Per/17** Staff training – the Clerk informed the committee of the training undertaken by staff.
OALC Talking Tables attended by Graham and Sarah
OALC Planning Community Events – attended by Les
Community First Asset Based Community Development – attended by Rachel
Breakthrough Communications – Building Resilience attended by Rachel
Memorial Maintenance – attended by Graham
Website Design – attended by Sarah
Ruth is booked on to First Aid course in her role working with volunteers.
- 24/Per/18** The next meeting should be held in November in time to feed into the budget process. Awaiting dates from the Chair to confirm her availability.

The meeting closed at: 12.30pm