



**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON 21st FEBURARY 2024 AT 6PM**

Councillors: Baxter, Hemmerman, Smith, A Van der Kroon, E Van der Kroon

Clerk to the Meeting – Kevin Keller

1. Apologies for absence

There were no apologies.

2. Declarations.

- a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring an interest should identify the agenda item and type of interest being declared.

There were no declarations.

- b) To note dispensations given to any member of the council in respect of the agenda items below.

There were no dispensations.

3. To consider the exclusion of the press and public from the meeting on the grounds that confidential information in relation to the employment of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

It was Proposed by Cllr Smith, seconded Cllr Baxter that the press and public be excluded. Resolved.

4. To agree the minutes of the meeting held on 14th December 2023

It was Proposed by Cllr Smith, seconded by Cllr E Van der Kroon that the minutes were a true record of the meeting. Resolved.

5. To discuss the recent recommendations to Full Council

The Chairman expressed concerns over the process that had been followed by the committee following complaints raised by the Mayor. He informed the committee that he would be contacting ERNLLCA for advice.

Cllr A Van der Kroon asked if the key safe had been installed. It was confirmed that it had and that there was a key inside.

Cllr A Van der Kroon asked if an electronic diary had been set up. It was confirmed that it had been and would be going 'live' the following day. The same with the requested Action Plan.

Cllr A Van der Kroon asked if a WhatsApp group had been set up. It was confirmed that this group had been set in May 2023. She asked if it was being used. It was confirmed that it was.

6. To consider and agree a job description and advertisement for a part-time Clerical Officer

The Clerk had provided members with a draft advertisement for an Administration and Support Assistant together with a draft Job Description. With a couple of changes, it was agreed that the Advert and Job Description be recommended to Full Council.

timescale to be accessible to all councillors and officers.

An additional member of staff to be employed for 15 hours a week spread over 5 days.

7. Recommendations to Full Council

The Job Description and advertisement for and Administration and Support Assistant.

Signed by the Chairman

8. To consider any relevant Committee Issues

There were no issues raised.

9. Date of the next Personnel Committee Meeting

To be confirmed.

There being no further business to discuss, the Chairman declared the meeting closed at 18:55.