

MARCHAM PARISH COUNCIL
PERSONNEL COMMITTEE

Minutes of a meeting of the Personnel Committee of Marcham Parish Council held on Wednesday 29th May 2019 at 7.30pm in the Baptist Hall, Marcham.

Present: Mr M. Denton, Miss R. Mander, Mr D. Walton (Chairman).
Miss Mander took the minutes.

2019/PC/1 Apologies for Absence
Apologies had been received from Mrs S. Hill.

2019/PC/2 Declarations of Interest
There were no declarations of interest.

2019/PC/3 Terms of Reference
The Committee reviewed edition 1 (dated 8 May 2019) of the Terms of Reference for the Personnel Committee. The Chairman called for a show of hands for those who approved the Terms of Reference.

In favour	Against	Abstentions
3	0	0

RESOLVED:
to approve the Terms of Reference and to recommend that they be adopted by the full Council.

2019/PC/4 Personnel Sub-Committee
The Committee considered whether to set up a Personnel Sub-Committee to be responsible for confidential matters related to the management of the Clerk. The Committee then reviewed edition 1 (dated 29 May 2019) of the Terms of Reference for the Personnel Sub-Committee which is based on items 11, 12 and 13 of the Terms of Reference of the Personnel Committee. The Chairman called for a show of hands for those in favour of the creation of a Personnel Sub-Committee with these Terms of Reference

In favour	Against	Abstentions
3	0	0

RESOLVED:
to create a Personnel Sub-Committee and to adopt the Terms of Reference.

The Committee considered the appointment of members of the Personnel Sub-Committee.

RESOLVED:
(i) that the Personnel Sub-Committee should consist of 3 members of the Personnel Committee including the Chairman of the full Council with full voting rights.

- (ii) that the appointment of the other two members of the Personnel Sub-Committee should be delayed until the next meeting of the Personnel Committee.

2019/PC/5

Confidential Personnel File

The Committee considered creating a confidential Personnel File for use by the Personnel Committee and the Personnel Sub-Committee. The Chairman called for a show of hands of those in favour of the creation of such a file

In favour	Against	Abstentions
3	0	0

RESOLVED:

to create a confidential Personnel File which will be held by the Chairman of the Personnel Committee and will be available on request to any member of the Personnel Committee or Personnel Sub-Committee.

2019/PC/6

Training

The Committee considered the training needs of members of the Personnel Committee.

RESOLVED:

- (i) to approach OALC to provide a bespoke training session for members of the Personnel Committee
- (ii) to recommend that the full Council allocate a budget to provide for such a training session
- (iii) to open the training session to the Clerk and any other members of the full Council who wished to attend.

2019/PC/7

Exclusion of the Public

The Chairman proposed that members of the public and the press should be excluded from the remainder of the meeting under the Public Bodies Admission to meetings Act 1960 for reasons of employee confidentiality under the Data Protection Act 1998. The Chairman called for a show of hands of those in favour of the exclusion

In favour	Against	Abstentions
3	0	0

2019/PC/8

Staffing Structure

The Committee reviewed the staffing structure. It was agreed that the Clerk should be consulted about the balance between the work now required to carry out the functions of the Council and the hours currently available.

2019/PC/9

Matters raised by members for information

Guidance Note from the Clerk

Mr Denton circulated a guidance note from the Clerk which had been emailed to members of the Committee that afternoon. It was agreed that the note should be considered by the full Council rather than the Personnel Committee.

2019/PC/10

Date of Next Meeting

It was agreed that the Committee will normally meet quarterly, as necessary. However the next meeting should be held soon after the training session has taken place.

The meeting closed at 8.27pm

Signed: _____

Date: _____