

BREDHURST PARISH COUNCIL



Minutes of the Personnel Committee Meeting held via Microsoft Teams, on Thursday 11 March 2021 at 6.30pm.

Present: Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair), Cllr Claire Sharp, Cllr Warren Salter (until 7.45pm) and Melanie Fooks (Clerk)

Public: 0

363. Apologies for absence

None, all Councillors were present.

364. Declarations of interests

None.

365. Policy Review

Councillors **received** the **agreed** the following HR Policies:

- Annual Leave Policy
- Sickness Absence Policy
- Disciplinary Policy and Procedure
- Performance Improvement Procedure

The Grievance policy requires further clarification. **AP1: Cllr Jones to liaise with HR Services.**

It was **agreed** the above policies are not for general publication but are incorporated into the Staff Handbook.

The meeting was not adjourned for a public session.

In view of the confidential nature (personal details and data) of the following items, they were taken in closed session.

366. Contract of Employment (Clerk)

Councillors and the Clerk reviewed the proposed contract and **agreed** subject to a couple of minor amendments. **AP2: Clerk to sign and forward to the Chair for signature.**

367. Job Description/Person Specification (Clerk)

Councillors considered the job and person specifications and **agreed** that these would be amalgamated into one document and circulated to the committee for final approval.

AP3: Cllr Carr to circulate document

368. Advertisement (Clerk)

Councillors reviewed various options and Cllr Carr **agreed** to put together a final advertisement and circulate to the committee out of meeting for final approval. Councillors **agreed** that the advertisement, is placed on the KALC website, circulated to residents, uploaded to Facebook and the Parish Council website.

369. Close of meeting

The meeting closed at 8.05pm

370. Date of the next meeting - To be confirmed.

Signed..... Date.....