

**Minutes of the meeting of the Personnel Committee held in the ANZAC ROOM, Community House,
Meridian Centre at 6.30pm on Tuesday 22nd October 2019**

Present – Cllr. David Seabrook (Chairman), Cllr. Job Harris, Cllr. Chris Collier, Cllr. Isobel Sharkey, Cllr. Alan Milliner, Cllr. Lucy Symonds, Cllr. W. Veck, Civic & Marketing Officer Deborah Donovan

1 E060 PUBLIC QUESTION TIME

No members of the public were present

2 E061 CHAIRMANS ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and read out the housekeeping notices. He mentioned that on Saturday 26th October a Wrestling event would take place at Community House in aid of the Mayor's charities

3 E062 TO CONSIDER APOLOGIES FOR ABSENCE

Cllr. Cathy Gallagher – Other Commitments

Cllr. Claude Cheta – Mayoral Duties

4 E063 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interest

5 E064 TO ADOPT THE MINUTES OF 14th OCTOBER 2019

It was resolved to adopt these minutes as a true record of the meeting

Proposed: Cllr. Chris Collier

Seconded: Cllr Isobel Sharkey

All in favour

6 E065 TO AGREE BUDGETARY REQUIREMENTS FOR THE 2020/21 FINANCIAL YEAR

Comments

- Why has the National Insurance & Superannuation figure gone down, verification is required
- Can Support Services be re-named Consultant Services?

Proposed: Cllr. Lucy Symonds

Seconded: Cllr Chris Collier

All in Favour

CLLR JOB HARRIS JOINED THE MEETING AT 7.10PM

7 E066 DISCIPLINARY PROCEDURE – REPORT AND ACTIONS REQUIRED IN RELATION TO AN INCIDENT THAT OCCURRED ON FRIDAY 11TH OCTOBER 2019

Members AGREED to defer until after 11th November

8 E067 DISCIPLINARY PROCEDURE – FURTHER ACTIONS REQUIRED IN RELATION TO AN INCIDENT THAT OCCURRED ON FRIDAY 30TH AUGUST 2019

A disciplinary meeting was **AGREED** and will go ahead on 11th November, three Councillors were appointed to form the panel

A letter would be sent to the member of staff concerned

Although not an agenda item a proposed **ACTION PLAN** produced by the Town Clerk was touched upon and Members **AGREED** to discuss this document in greater detail at the next personnel meeting.

However, ALL MEMBERS **AGREED** to implement item 1 on the action plan

Members decided that if a further disciplinary was brought to the committee then two different Councillors had agreed to form a panel

9 E068 DATE OF NEXT MEETING – Tuesday 5th November at 6pm

The meeting closed at 7.25pm