**DRAFT PUBLIC Minutes of the meeting of the Personnel Committee held in the Anzac Room, Community House on Thursday 1st December 2022 at 7.30pm**

**Present:** Cllr David Seabrook (Chair), Cllr Katie Sanderson (Vice-Chair), Cllr Lucy Symonds (Chair of Council), Cllr Cathy Gallagher, Cllr Sue Griffiths.

**Officers**: George Dyson (Deputy Town Clerk & Civic Officer), Sue Moscatelli (Events, Amenities, and Projects Officer).

No members of the public were in attendance.

1. **E271 CHAIRMAN’S ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, welcomed everyone, went through the building fire procedures, and asked for phones to be put onto silent.

1. **E272 TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies were received and accepted for Cllr Wendy Veck, Cllr Chris Collier, and Tony Allen (Town Clerk).

Cllr Sue Griffiths is substituting for Cllr Wendy Veck.

1. **E273 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

There were no declarations of interest.

1. **E274 TO ADOPT THE PUBLIC MINUTES OF 18TH OCTOBER 2022 MEETING**

Proposed by: Cllr Gallagher. Seconded by: Cllr Symonds.

The minutes of the above meeting were **resolved and adopted**.

***NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press are excluded from the discussion of the following items.***

1. **E275 TO ADOPT THE CONFIDENTIAL MINUTES OF 18TH OCTOBER 2022 MEETING**

Proposed by: Cllr Gallagher. Seconded by: Cllr Sanderson.

The minutes of the above meeting were **resolved and adopted**.

1. **E276 TO REVIEW THE COMMITTEE’S ACTION PLAN**

Action Plan items are on the Agenda separately.

1. **E277 TO REVIEW COMMITTEE’S BUDGETARY POSITION**

The Committee discussed the budgetary position.

1. **E278 TO REVIEW THE COUNCIL’S TRAINING PROGRAMME**

The Committee reviewed the training programme and raised some areas where updates were required.

1. **E279 REPORT FROM THE TASK & FINISH GROUP SET UP TO REVIEW THE REPORT FROM STEVE BRIGDEN REGARDING AN OFFICIAL COMPLAINT & DRAFT ACTION PLAN**

The Committee deferred this item as it is on the agenda for the next Council meeting agenda.

1. **E280 TO RECEIVE A REPORT ON THE ANNUAL STAFFING STRUCTURE REVIEW**

The chair gave a brief overview on the item and informed the Committee that it is still a work in progress.

There was a lengthy discussion on the staffing structure review.

It was proposed that the staffing restructure is looked at by the Committee rather than a TFG as soon as possible so that a decision can be made.

Proposed by: Cllr Griffiths Seconded by: Cllr Sanderson

The Committee **resolved** to **agree** to this proposal.

It was proposed that an Extraordinary Committee meeting be called to discuss the staffing restructure on Monday 19th December at 2pm.

Proposed by: Cllr Sanderson Seconded by: Cllr Symonds

The Committee **resolved** to **agree** to this proposal.

1. **E281 TO RECEIVE A REPORT ON STAFFING MATTERS:-**

*The chair rearranged the order of these items*

**5. Other staffing matters**

The Committee discussed other staffing matters, including the impact that the staffing structure review may have on staffing requirements.

**3. Hybrid working report**

The Committee reviewed and discussed the report on Hybrid working.

The Committee requested that a more detailed report be provided for the next Committee meeting.

**1. Probation & confirmation of appointments**

The Chair informed the Committee that there have been no further reports for probation and confirmation of appointments since the last Committee meeting.

*The Deputy Town Clerk & Civic Officer and the Events, Amenities, & Projects Officer left at this point.*

*Following the expulsion of both Officers, the remaining minutes have been completed by the Chair.*

**2. Sickness Absence**

The sickness absence report for a member of staff was noted.

**4. Appraisals**

It was agreed that there should be an appraisal standardisation event in early January. To be discussed further with the Town Clerk.

A staff members appraisal has taken place and will be presented to Council when signed off.

**E282 DATE OF THE NEXT MEETING – AGREED FOR THURSDAY 2ND FEBRUARY AT 7:30PM.**

*There being no further business the meeting was closed at 21:20.*