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## Minutes of the Personnel Committee held on Thursday 3 October 2024, 1.30pm in the Hollies Rear Hall.

**Present:** Cllr Julie Appleby (JA), Cllr Andy Woodman (AW), Cllr Mervyn Pointer (MP).

**In Attendance:** Emily Curtis (Town Clerk). No members of the public.

**Absent:** None.

- Welcome, Meeting Protocol and Etiquette:**  
Cllr MP, Chairman of the Personnel Committee opened the meeting. The Clerk confirmed that she did not wish to record the meeting.
- Election of Vice Chairman:**  
Sadly, Cllr Colin Binfield passed away on the 24 July 2024. It was **resolved** to elect Cllr JA as Vice Chairman.
- Apologies for Absence:** None.
- Declarations of Interest and Requests for Dispensations:** None.
- Minutes of Meeting held on the 9 July 2024:** Minutes approved.
- Vacancies on the Personnel Committee:** Cllr AW has been attending in his ex-officio capacity, so at the next Council meeting, it will be proposed that he will join the committee formally. There will still be one other vacancy on the Committee, and it was **resolved** to ask Cllr SW if he would be able to join. **Action:** Clerk.
- Exclusion of Public and Press:** It was **resolved** to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A SS1 & 2.
- Matters Arising:** None.
- Responsible Financial Officer:** The Committee received a report on the RFO's induction process, completed training and upcoming training. The Committee noted the RFO's external role.
- Update Regarding Contracted Hours:** There has been a slight amendment to the AAO's working hours.  
The Clerk's contracted hours will remain at 26 but will continue to be reviewed.
- Clerk 1-2-1's:** A quarterly date was set for the Clerk's 1-2-1's. **Action:** Clerk to send Cllr MP 1-2-1 template.
- Governance:** Several Personnel Policies were due for renewal. National ALC have recently released updated model policies which had been checked against LTC's existing policies and employment contracts.

- 12.1 Amended Sickness Policy:** After review, it was **resolved** to adopt the amended Sickness Policy. **Action:** Clerk/AAO.
- 12.2 Amended Disciplinary Policy:** It was **resolved** to adopt the amended Disciplinary Policy. **Action:** Clerk/AAO.
- 12.3 Amended Grievance Policy:** It was **resolved** to adopt the amended Grievance Policy. **Action:** Clerk/AAO.
- 13. Future Agenda Items:**
- Review of Clerk and RFO hours and roles
  - RFO – conclusion of probationary period
- 14. Next meeting date:** Thursday 21 November 2024 at 1.30pm

**The meeting ended at 13.51pm.**