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PERSONNEL COMMITTEE

MINUTES OF MEETING HELD:	5 October 2021, 4pm
	Council Chambers

Present:	Cllrs	J Winter (Chair)	R Lee	P Jeater	C Russell
Also present:		A Wood Parish Clerk and RFO			
Absent:		P Poston	D Jelley	D Sankey	
PC21/038	Apologies for absence- for noting not approval Apologies were received from Cllr Sankey and Cllr Jelley				
PC21/039	Announcements and Declarations of Interest None were presented.				
PC21/040	To approve the minutes from the last Meeting held on 8 June 2021 The minutes were approved by all and signed by Cllr Winter.				
PC21/041	Public Participation Session No members of the public were present.				
PC21/042	Matters arising for Report/Information Exchange (not for resolution) There were no matters arising for report				
Having regard to the confidential nature of the business to be transacted, the meeting is now not open to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960					
PC21/043	To receive a report from the Clerk and Chair on the recent Communications Officer job review This report was presented to the committee following a meeting held on the 22 September. Committee members were made aware of the SMART objectives that were set for review in December. The Clerk was asked to obtain evidence on the work completed for the CiLCA and what was outstanding.				
PC21/044	To receive a general report on staff and future requirements The Clerk gave a report on staff returning to the office. The Clerk was asked to consider future staffing requirements in relation to the council action plan.				
PC21/045	Items for inclusion in the Next Agenda (not requiring resolution or action) There were no additional suggested items for the agenda				
PC21/046	Chairman to close the meeting Close of meeting: 4.45pm Date of next meeting: 7 December at 4pm, Council Committee room, Suite 3				