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PERSONNEL COMMITTEE

MINUTES OF MEETING HELD: 21 April 2020
VENUE: Virtual Zoom meeting

Present: Cllrs J Winter (Chair) D Sankey R Lee P Jeater

Absent Cllrs P Poston C Russell

Also present: A Wood (Clerk and RFO) R Skepelhorn (part attendance)

PC20/010 Apologies for Absence, for noting but not approval

No apologies were received.

PC20/011 Announcements and Declarations of Interest

None were received

PC20/012 To approve the minutes of the previous meeting on the 4 February 2020

These were approved but due to the current situation, they were not signed by the Chair

PC20/013 Public participation session

No members of the public were present

PC20/014 Matters arising for report (not for resolution)

Cllr Winter asked for an update on the office handbook being created by the Clerk. The Clerk advised that this was still a work in progress but something that she was had to work from at home.

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

At this point it was agreed that the following two agenda items were reversed to allow Mr Skepelhorn to present his proposal to the committee

PC20/015 Presentation by R Skepelhorn

Mr Skepelhorn spoke to a proposal for a new job role within the council and questions were raised and answered. Mr Skepelhorn then left the meeting at 2.25pm and a discussion was held between the councillors and Clerk. **It was RESOLVED that Mr Skepelhorn's proposal be accepted, to commence on the 1st July 2020** on the basis that he would physically be in the office on Mondays and Fridays. **It was further RESOLVED that this would be subject to ratification at Full Council on the 27 April 2020.**

Proposed: Cllr Winter

Unanimously agreed.

The Clerk and Cllr Winter were asked to advise Mr Skepelhorn of this decision after the meeting.

PC20/016 Contractual staff salary increases

It was **RESOLVED to approve the increase for the Clerk and Apprentice salaries** in line with their employment contracts and legislation

Proposed: Cllr Winter

Unanimously agreed

PC20/017 Items for inclusion in the next agenda

There were no items for inclusion

PC20/019 The Chair closed the meeting at 2.55pm

The next meeting of the Personnel Committee will be 2 June 2020 at 9.30pm via Zoom