
Minutes of the Personnel Committee held on Wednesday 15 November 2023, 11.00am in the Hollies Rear Hall.

Present: Cllr June Strickland (JS), Cllr Julie Appleby (JA), Cllr Andy Woodman (AW), Cllr Colin Binfield (CB) and Cllr Mervyn Pointer (MP)

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

Absent: None.

1. **Welcome, Meeting Protocol and Etiquette:**
Cllr JS, the Chairman of the Personnel Committee opened the meeting. The Clerk confirmed that she did not wish to record the meeting.
2. **Apologies for Absence:**
None, all in attendance.
3. **Declarations of Interest and Requests for Dispensations:** None.
4. **Minutes of Meeting held on the 23 August 2023:** Minutes approved.
5. **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.
6. **Matters Arising:** None.
7. **Staffing Matters:**
The Committee received an update regarding staffing matters, and it was **resolved** to instruct the HR Consultant to review and carry out the agreed actions.
It was **resolved** that the Personnel Committee Chairman would undertake monthly 1-2-1's with the Clerk.
It was **resolved** that the Clerk would reconsider the office layout to improve productivity.
8. **RFO Revised Job Description:**
It was **resolved** to defer this item. **Action:** Clerk.
9. **Accrued Overtime request from the RFO:**
It was **resolved** to approve the request for 64 hours of the accrued overtime hours to be taken as TOIL.
It was **resolved** that overtime must be approved in advance and taken or paid within one month of accrual.

Cllr Woodman left the meeting at 12.00pm.
10. **Future Agenda Items:** RFO job description.
11. **Next meeting date:**

No date was set.

The meeting ended at 12.12pm.