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PERSONNEL COMMITTEE

MINUTES OF MEETING HELD:	7 December 2021, 4pm
	Council Chambers

Present:	Cllrs	J Winter (Chair)	D Jelley	P Jeater	C Russell
Also present:		A Wood Parish Clerk and RFO			
Absent:		P Poston	D Sankey		
PC21/047	Apologies for absence- for noting not approval Apologies were received from Cllr Sankey and Cllr Lee				
PC21/048	Announcements and Declarations of Interest None were presented.				
PC21/049	To approve the minutes from the last Meeting held on 5 October 2021 The minutes were approved by all and signed by Cllr Winter.				
PC21/050	Public Participation Session No members of the public were present.				
PC21/051	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					
PC21/052	To receive a report from the Clerk and Chair on the recent Communications Officer review and planned staff appraisals A report was given to the committee following a meeting held on the 2 nd of December. The committee were advised that Mr Skepelhorn had submitted his CiLCA portfolio and is awaiting the results. Cllr Winter advised that the Communications Officer job description will need to be reviewed considering the neighbourhood plan is moving into the referendum phase and that Mr Skepelhorn will be undertaking this review along with the other SMART objectives set for review in March 2022. The Clerk advised that she will be undertaking the staff appraisals next week.				
PC21/053	To receive a general report on staff and future requirements The Clerk gave a report on current staffing levels and future areas of work were highlighted that will arise after the Neighbourhood Plan is made. Further discussion on the council's action plan will be undertaken at the council workshop on the 29 January 2022				
PC21/054	Items for inclusion in the Next Agenda (not requiring resolution or action) There were no additional suggested items for the agenda				
PC21/056	Chairman to close the meeting Close of meeting: 4.40pm Date of next meeting: 8 February at 4pm, Council Committee room, Suite 3				