

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on TUESDAY 1 NOVEMBER 2022 at 11.00am

PRESENT: Councillor Lorna Cross – Chairman
Councillor Anita Barham
Councillor Peter Harman
Councillor Lesley Howes

ABSENT: Councillor Maurice Weet

ALSO PRESENT: Graham Blew - Town Clerk
Martin Harding - Assistant Town Clerk / Responsible Financial Officer

247/22-23. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

248/22-23. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Sue Butterfill due to other commitments.

An apology for absence was received from Councillor Dr Jo Harman due to other commitments.

An apology for absence was received from Councillor Peter Harris due to other commitments.

Recommended: That the reason for absence, for the above Town Councillors, be formally accepted and approved.

249/22-23. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

250/22-23. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

251/22-23. **TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 19 MAY 2022.**

Recommended: That the minutes from the meeting held on 19 May 2022 be confirmed and signed.

252/22-23. **RISK ASSESSMENTS 2022 - 2023.**

As part of its Terms of Reference of the Personnel Committee are required to:

Exercise functions of the Council in relation to staff health and safety and risk assessments.

Members considered the Risk Assessments, including Fire Risk Assessments, carried out for 2022 – 2023.

Recommended: That the Risk Assessments, including Fire Risk Assessments, carried out for 2022 – 2023 be noted and endorsed.

253/22-23. **SCHEDULE OF INTERNAL CONTROLS.**

Members considered the Schedule of Internal Controls.

Recommended: That the Schedule of Internal Controls, as detailed, in the report, be endorsed.

254/22-23. **STAFFING MATTERS.**

Employee 60 had resigned on 15 August with a last day of service being 15 September 2022. The post had been advertised and recruitment was ongoing and would hopefully be completed in due course.

Recommended: That the item be noted.

255/22-23. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Peter Harman and seconded by Councillor Anita Barham.

RESOLVED:

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following item of business.

256/22-23. HOLIDAY ENTITLEMENT.

Members discussed the confidential report.

Recommended: That the recommendation of the confidential report be agreed.

257/22-23. STAFFING BUDGET 2023 - 2024.

Financial Regulation 4.4 requires the salary budgets for the following financial year to be reviewed by the Personnel Committee.

Members considered the confidential report regarding the Staffing Budget 2023 – 2024.

Recommended: That the Staffing Budget 2023 – 2024, including the retrospective adjustment to the 2022 – 2023 budget, as per the confidential report, be endorsed.

258/22-23. APPRENTICESHIP SCHEME / PARK STAFFING UPDATE.

Members discussed the confidential report regarding the Apprenticeship Scheme / Park Staffing

Recommended: That the recommendation of the confidential report be agreed.

There being no further business, the Meeting closed at 11.25am.

Signed: _____ Date: _____
(CHAIRMAN)