

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
WAS HELD ON 3rd FEBRUARY 2020

- 1. Present:** Councillors: R. Case (Chairman); J. Cox; S. Parker; J. Whitford
- 2. Apologies:** NIL
- 3. Minutes:** The Minutes of the Committee Meeting held on 26th November 2019 was taken as read and signed as a true record.
- 4. Appraisals:**
Next round of Appraisals to be held April/May. It was agreed that there should be a continuity of at least one of the Councillors on the Appraisal panel.
- 5. Work Experience:** It was reported that the work experience employee had been off sick following a recent operation. It was agreed that the two members of the Personnel Committee should meet with him and a representative from Lackham College towards the end of March.
- 6. Job list tied into terms of reference – prioritising work and any additional items to be carried out over the winter:** It was agreed that all the Committee Chairmen must have a list of any work that needed doing so that this can be prioritised. It was **recommended** that the members of staff free up two days a month from their normal work to concentrate on the priority jobs.

Two members of the Personnel Committee will meet regularly about once a month with all members of staff.
- 7. Issues relating to staff:** See Confidential Report attached to these Minutes
- 8. Date of next meeting:** To be arranged

Chairman