

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
WAS HELD ON 15th JULY 2019

- 1. Present:** Councillors: R. Case (Chairman); J. Cox; S. Parker
- 2. Apologies:** Councillor J. Whitford
- 3. Minutes:** The Minutes of the Committee Meeting held on 18th February 2019 was taken as read and signed as a true record.
- 4. Appraisals:** The full Appraisals had been held in April. Following these it was **recommended** that the job titles for two members of staff be changed as follows:

Open Spaces and Amenities Manager – to be changed to Open Spaces Groundsman
Cleaving Manager – to be changed to Open Spaces Groundsman's Assistant

Following the Appraisals it was agreed that the Terms of Reference for both these members of staff would need reviewing. These were reviewed and amendments made. These will be discussed with both members of staff at a further meeting and brought to Full Council for agreement at the August meeting.
- 5. Office Cleaner:** The appointment had been made by Full Council
- 6. Presentation re taking on an Apprentice:** Details of the presentation were discussed. This will be given to the Full Council at the end of July with a decision to be made at the August Full Council meeting.
- 7. Date of next meeting:** Next scheduled meeting 18th November 2019

Chairman