

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
WAS HELD ON 26TH NOVEMBER 2019

- 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 15th July 2019 was taken as read and signed as a true record.
- 4. Appraisals:** Members of staff had stated that they appreciated the regular meetings and felt that they were able to express their feelings and concerns.

Next round of Appraisals to be held next May. It was agreed that there should be a continuity of at least one of the Councillors on the Appraisal panel.
- 5. Office Cleaner:** The Office Cleaning was working really well and was an excellent addition to the work force. She had been able to carry out additional cleaning work elsewhere.
- 6. Work Experience:** It was reported that he had made a difference to work force and was enjoying his work. The Clerk will liaise with Lackham College re the review and to enquire about a day course for the mentor.

The Appraisal team will speak to the Work Experience person in January to discuss the Code of Conduct/Lone Workers policy.
- 7. Terms of Reference:** It was **recommended** that the job titles be changed to Open Spaces Groundsman and Open Spaces Groundsman Assistant. Changes made to reflect that the roles are flexitime and that additional hours accrued during the summer can be taken in the winter months – to be agreed at Full Council
- 8. 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 should have a list of any work that needed doing up until the end of March and bring this to the Policy & Finance meeting on 13th January.
- 9. Items to be included with the budget:**
 - Reciprocating saw – Cllr Whitford to liaise with the Groundsman to establish what this would be used for and how often
 - Purchase of an electric mower – quotes are being obtained for this
 - Additional clothing
- 10. Date of next meeting:** Next scheduled meeting 16th March 2019

Chairman