


MORETON-IN-MARSH TOWN COUNCIL


	<p>Minutes of Personnel Committee</p> <p>2nd February 2022</p> <p>Council Offices, Old Town, Moreton-in-Marsh GL56 0LW</p> <p>Telephone: 01608 651448</p> <p>E-mail: clerk@moretoninmarshtowncouncil.gov.uk Website: moretoninmarshtowncouncil.gov.uk</p>
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Minutes of the Personnel Committee

Held at Council Offices on 2nd February 2022 at 6.30pm

Present: M Berry (Chair), C.Webster, O.Jobson. C. Kenney-Herbert

No.	ITEM	Action
1	Apologies for Absence: Received from Councillor J.Blackbeard	
2	Declarations of Interests and Dispensations: NIL	
3	Proposed: To exclude the public in accordance with the Public Bodies (Admission to Meetings) Act 1960 and Schedule 12A of the Local Government Act 1972. – Proposed MB Seconded CK-H -All in favour	
4	Minutes: Minutes of the meeting of 16 th June 2021 were taken as an accurate record of the meeting. 1 For 3 Abstentions	
5	Matters Arising from the Minutes: None	
6	Confidential Staffing Issues - Proposed: <ul style="list-style-type: none">To seek immediate additional resource from EDGE to support the Clerk in bringing financial reconciliation to date and complete year-end requirements – Clerk to use delegated powers following consideration by members remotely.	Chair to seek support and Clerk to action ASAP

	<p>Recommend to Full Council via Extraordinary Meeting request for 15th February 2022:</p> <ul style="list-style-type: none"> • To commission a Mentoring Programme for the Town Clerk via GAPTC • To commission additional resource of a qualified Locum Clerk initially for the month of March • To instruct the Clerk and chair of Personnel to recommend staffing requirements to Full Council on 5 April 2022 • To establish a timetable to complete an agreed appraisal process to make appointment recommendation to Full Council on 3 May 2022 • To undertake a series of appraisal reviews between the Clerk and 2 Councillors to inform above recommendation • To extend the Town Clerk's probationary period to Friday 11th May 2022. <p>Proposed MB, seconded CW, all in favour</p>	<p>Chair to negotiate for Mentoring programme and locum clerk support</p> <p>Personnel Committee to reconvene remotely to develop appraisal process</p>
6	Close of meeting 0830pm	
	<p></p> <p>Signed</p> <p>Date 20/6/23</p>	