


**MORETON-IN-MARSH TOWN COUNCIL**

	<p><b>PERSONNEL COMMITTEE</b></p> <p><b>Date:</b> 20<sup>th</sup> June 2023  <b>Time:</b> 6:30pm  <b>Council Offices, Old Town, Moreton-in-Marsh</b>  <b>GL56 0LW</b>  <b>T:</b> 01608 651448  <b>E:</b> <a href="mailto:clerk@moretoninmarshtowncouncil.gov.uk">clerk@moretoninmarshtowncouncil.gov.uk</a>  <b>Website:</b> <a href="http://moretoninmarshtowncouncil.gov.uk">moretoninmarshtowncouncil.gov.uk</a></p>
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**Present:** Cllrs E Viviani, F Matthews, M Berry (Chair), J Blackbeard

**In attendance:** S Hart, Clerk

Item	Title
1)	<p><b>Committee chair.</b>                      Cllr F Mathews was <b>APPOINTED</b> committee chair.</p>
2)	<p><b>Apologies</b>                      There were none.                      Absent Cllr O Jobson.</p>
3)	<p><b>Declarations of Interests and Dispensations</b></p> <ul style="list-style-type: none"> <li>a. There were no declarations of interests from councillors on items on the agenda.</li> <li>b. There were no requests for dispensation relating to items on the agenda or made in writing relating to pecuniary interests.</li> </ul>
4)	<p><b>Public Participation</b>                      There were no members of the public.</p>
5)	<p><b>Minutes</b></p> <ul style="list-style-type: none"> <li>a) To <b>AGREE</b> the Minutes of 2<sup>nd</sup> February 2022 as an accurate record.</li> <li>b) To <b>AGREE</b> the minutes of the Extraordinary Meeting of 21<sup>st</sup> February 2022 as an accurate record.</li> </ul>
6)	<p><b>Appraisals</b></p> <ul style="list-style-type: none"> <li>a) The annual appraisal document was reviewed and <b>NO CHANGES</b> were recommended.</li> <li>b) It was <b>AGREED</b> that the annual appraisals would take place in Feb/Mar.</li> <li>c) It was <b>NOTED</b> that the Clerk’s probation review was due after 3 not 6 months. It was <b>AGREED</b> that Cllr M Berry would undertake the probation discussion with the clerk in July 2023 and report back to the Committee.</li> </ul>
7)	<p><b>Terms of Reference (TOR)</b></p> <ul style="list-style-type: none"> <li>a) The TOR/delegations were reviewed and recommendations <b>AGREED</b> for Council. See Annex A.</li> </ul>
8)	<p><b>Civility and Respect</b></p> <ul style="list-style-type: none"> <li>a) It was <b>AGREED</b> that the committee needs to know the specifics of the pledge and which Code of Conduct is referenced in the pledge. Clerk to research.</li> <li>b) This was <b>DEFERRED</b> until we have the answers to the Code of Conduct and specifics of the pledge: To <b>CONSIDER</b> whether the council has the necessary policies in place to sign up to the Civility and Respect Pledge.</li> <li>c) It was <b>AGREED</b> that the content of the policies would require a thorough review with reference to the identified Code of Conduct and Pledge specifics.</li> <li>d) This was <b>DEFERRED</b> until we have answers to the Code of Conduct and specifics of the pledge: To <b>CONSIDER</b> adoption of the Councillor-Officer Protocol.</li> </ul>
9)	<p><b>Exclusion of public and press</b></p> <ul style="list-style-type: none"> <li>a) It was <b>RESOLVED</b> to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the following items.</li> </ul>
10)	<p><b>Out of Hours Working</b></p>

	<ul style="list-style-type: none"> <li>a) It was <b>NOTED</b> that Taurus HR (GAPTC's HR supplier) had endorsed the opinion of the previous HR Company regarding out of hours working.</li> <li>b) It was <b>NOTED</b> that staff may be a volunteer for the council.</li> <li>c) It was <b>NOTED</b> that staff must not work during Annual Leave.</li> <li>d) It was <b>NOTED</b> that on occasions staff may be required to work additional hours – but not during Annual Leave.</li> <li>e) It was <b>AGREED</b> that the clerk would continue to work with Taurus HR to identify next steps to bring the matter to a point where a recommendation can be made to council.</li> </ul>
<b>11)</b>	<b>Date of next meeting 18<sup>th</sup> July 2023.</b>
<b>12)</b>	<b>Close of Meeting 8:50pm.</b>