


MORETON-IN-MARSH TOWN COUNCIL

	<p>PERSONNEL COMMITTEE MEETING MINUTES Date: 5th February 2024 Time: 6:30pm Council Offices, Old Town, Moreton-in-Marsh GL56 0LW T: 01608 651448 E: clerk@moretoninmarshtowncouncil.gov.uk Website: moretoninmarshtowncouncil.gov.uk</p>
---	--

Present: Cllrs E Viviani , F Matthews (chair), M Berry

In attendance: S Hart, Clerk

Item	Title
1)	<p>Apologies No apologies RECEIVED. Absent Cllr J Blackbeard</p>
2)	<p>Declarations of Interests and Dispensations a) There were no declarations of interests from councillors on items on the agenda. b) There were no requests for dispensation relating to items on the agenda or made in writing relating to pecuniary interests.</p>
3)	<p>Public Participation There were no members of the public.</p>
4)	<p>Minutes a) To discuss the missing minutes of 20th October 2022 and AGREE next steps. This item was DEFERRED. b) The Minutes of 18th July 2023 were AGREED as an accurate record and SIGNED.</p>
5)	<p>Civility and Respect a) It was NOTED that the council can adopt any code of conduct to be eligible to make the pledge. b) It was NOTED that the full statements of the pledge are as follows:</p> <ul style="list-style-type: none"> • Our council has agreed that it will treat all councillors, clerk and employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role. • Our council has put in place a training programme for councillors and staff. • Our council has signed up to [a] Code of Conduct for councillors. • Our council has good governance arrangements in place including staff contracts and [a] Dignity at Work Policy. • Our council will commit to seeking professional help at the early stages should civility and respect issues arise. • Our council will commit to calling out bullying and harassment if and when it happens. • Our council will continue to learn from best practices in the sector and aspire to be a role model/champion council through e.g. the Local Council Award Scheme. • Our council supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate. <p>c) It was AGREED to review the Civility and Respect Pledge in the next round of policy reviews from May 2024.</p>
6)	<p>Policies a) The Lone Working policy was REVIEWED. b) It was AGREED that a further review of the Lone Working policy will be done once the outcome of the mobile phone and counter recommendations are known.</p>

	<ul style="list-style-type: none"> c) It was AGREED to recommend to council that a suitable secure counter be installed in the foyer space as soon as possible. d) It was AGREED to recommend to council that a basic mobile phone be purchased for off-site use. e) The Training and Development policy was REVIEWED with the changes RECOMMENDED to council. f) The Health and Safety policy was REVIEWED with the changes RECOMMENDED to council. g) It was DECIDED to review the remaining personnel policies at the next committee meeting.
7)	Date of next meeting a) The date for the next meeting was AGREED as Monday 18 th March 2024.
8)	The meeting closed at 8:34pm.

Signed.....

Date.....

DRAFT