



WINCANTON TOWN COUNCIL

Due to Covid restrictions, any member of the public wishing to attend this meeting please book a space office@wincantontowncouncil.gov.uk

EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit. and proceed downstairs to outside of the Bear Inn.

THIS MEETING MAY BE FILMED OR RECORDED

To Members of the Personnel Committee: Councillors E Hix, L Ralph, S Shelbourn-Barrow, V Vagg and L Walters.

YOU ARE HEREBY SUMMONED TO A PERSONNEL COMMITTEE MEETING TO BE HELD ON THURSDAY 26th AUGUST 2021 AT 7.00PM IN THE COUNCIL CHAMBER, WINCANTON TOWN HALL

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability) Crime & Disorder, Health & Safety and Human Rights.

Members are also reminded of their obligations to declare their interest under the Code of Conduct as defined by regulations made under section 30(3) of the Localism Act 2011 and consideration of requests for Grants of Dispensations in respect of Disclosable Pecuniary interests.

Jo Swift
Locum
20th August 2021

PUBLIC PARTICIPATION

Before the meeting, the Chair may allow a public session to enable people to ask questions of the Council and make comments, in accordance with Standing Orders 3e and 3h. Questions are directed to Council and should be restricted to matters on the agenda. Members of the public are not to verbally abuse or harass a member of the Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

AGENDA

1. APOLOGIES

To receive any apologies for absence and to approve the reasons given (LGA 1972 s85 (1)).

2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Wincanton Town Councils Code of Conduct (adopted on 23rd September 2019).

3. MINUTES OF THE PREVIOUS MEETING

That the Minutes of the Personnel Committee meeting held on 5th July 2021 are approved as a correct record and signed by the Chairman.

4. STAFF APPRAISALS

At the last meeting it was agreed to obtain costs for appraisal training. An update to be provided.

5. TOWN CRIER

An update to be provided.

6. EXCLUSION OF PRESS AND PUBLIC

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted - to staffing matters.

7. STAFFING MATTERS

An update to be provided on staffing matters.

8. STAFF OBJECTIVES

At the last meeting it was agreed that a panel (Councillors Hix, Ralph and Shelbourn-Barrow) will set objectives with the Clerk, manage the process and integration into the Council along with induction to the Council. This panel will also do the same for all employees. An update to be provided.

9. RECRUITMENT

To discuss existing roles and progress recruitment.