



**Kennington Parish Council
Oxfordshire
Minutes of the Personnel Committee meeting
held Thursday 2 May 2024 at 7:30pm
in Kennington Village Centre**

Present: Cllr. Buckingham Cllr. Powles Cllr. Brown

APOLOGIES – Cllr. Johnston and Cllr. Cobb

51.23 DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS – None

52.23 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 7 March 2024 were agreed and signed.

53.23 STAFF CONTRACTS

The question was asked should contracts already prepared be changed to reflect the newly introduced legislation, a briefing session of which Cllr. Buckingham and the Clerk attended recently. Contracts drafted were amended from the nalc & SLCC Model staff contract. After some discussion and checking it was decided that the post of Clerk would be given this Model contract, with other staff being given the nalc Template staff contract.

Cllr. Buckingham and the Clerk have prepared the Job Description and Vacancy Details for the post of Village Lengths Person / Village Maintenance Person. Once the contract has been drafted all is in place to advertise and appoint.

ACTION FOR CLLR. BUCKINGHAM AND CLERK – Prepare contract for post
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ACTION FOR CLERK – Forward draft documents to committee members for any amendments necessary.
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54.23 It was agreed that the Personnel Committee would recommend to full council that the council advertise for the post of Village Lengths Person / Maintenance Person as soon as can be organised. This was proposed by Cllr. Brown seconded by Cllr. Powles and agreed

Personnel Committee's recommendation to council:

All documentation for the post of Village Lengths Person / Maintenance Person is now prepared and will be based on a two year fixed contract. Council is asked to agree this post be advertised as soon as can be arranged.

ACTION FOR CLERK – Add to May's council meeting agenda

55.23 PERSONNEL COMMITTEE TERMS OF REFERENCE

Again due to the newly introduced legislation, the Terms of Reference for the Personnel Committee needs to be amended to reflect the necessary changes. The forming of Consultation Panels as and when necessary need to be included within the Terms of Reference.

The committee members went through the current version and have taken the opportunity to improve this document at the same time.

ACTION FOR CLLR. BUCKINGHAM AND CLERK – Amend the Personnel Committee's Terms of Reference

ACTION FOR CLERK – Forward the draft Terms of Reference document to committee members for any amendments necessary.
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ACTION FOR CLERK – Add to June's council meeting agenda
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6.23 DISCIPLINARY AND GRIEVANCE POLICY

It was agreed that the existing draft is in sufficient detail to encompass most situations that may arise in the future for the council. The Policy needs to include specific details to cover any grievance against say the Chair of the council or other committee members.

ACTION FOR CLLR. BUCKINGHAM AND CLERK – Amend the Disciplinary and Grievance Policy
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ACTION FOR CLERK – Forward the draft policy document to committee members for any amendments necessary.
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ACTION FOR CLERK – Add to June’s council meeting agenda
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57.23 Cllr. Buckingham moved that the public and press be excluded in order to prevent the disclosure to them of confidential information relating to the council employees.

58.23 CONFIDENTIAL ITEMS

Staffing issues were discussed.

Meeting closed at 8:21 pm

Signed **Dated**