

KELVEDON PARISH COUNCIL

PERSONNEL SUB-COMMITTEE

**Minutes of the meeting of the Personnel Sub-Committee held on 14 September 2016,
immediately after Finance Committee meeting in the Council Chamber.**

Present:

Cllrs: Pilbeam (Chair) Lancashire (Vice-Chair) Anderson
Hooper
Clerk: P Potter

PS13/16-17 Apologies for Absence

Apologies were received and accepted from Cllr Buttery.

PS14/16-17 Election of Vice-Chairperson for 2016-17

It was Proposed Cllr Pilbeam, Seconded Cllr Hooper and unanimously Resolved to elect Cllr Lancashire as Vice-Chair for the remainder of the civic year.

PS15/16-17 Declarations of Interest

None

PS16/16-17 Confirmation of Minutes

It was Proposed Cllr Pilbeam, Seconded Cllr Lancashire and unanimously Resolved to accept the minutes of the meeting held on 15 June 2016 as a true record and were signed accordingly.

PS17/16-17 Public Discussion

None.

PS18/16-17 Staff Appraisals

It was agreed that the Clerk will undertake an interim appraisal with each member of staff as an informal one-to-one discussion, prior to the formal appraisals taking place in March 2017.

PS19/16-17 Lone Working Policy

The draft policy had been previously circulated and it was Proposed Cllr Lancashire, Seconded Cllr Pilbeam and unanimously Resolved to adopt the Lone Working Policy, subject to clarification regarding home working requirements on behalf of the Parish Council. The Clerk will clarify this issue and circulate to Councillors before finalising the adoption of the policy.

PS20/16-17 GPS Tracker (PAMW)

It was agreed to find out some further information on these products, such as monthly/ongoing costs and bring this issue back to the next Personnel meeting.

PS21/16-17 Date of next meeting

14 December 2016 (following Finance) if required.