



# HYTHE AND DIBDEN PARISH COUNCIL

The Grove, 25 St. John's Street, Hythe, Hampshire SO45 6BZ

*Serving the communities of Dibden, Dibden Purlieu and Hythe*

To: Members of the Personnel Committee

Mr J Binns  
Mr E Davey  
Mr C Harrison (ex officio)  
Mrs M McLean (ex officio)  
Mr M Short  
Mr M Wade

Remainder of Council – for information

AGPERS45

11 May 2016

## Members of the Personnel Committee

**You are hereby summoned to attend the Personnel Committee meeting to be held in The Council Chamber, The Grove, 25 St. John's Street, Hythe on Tuesday 17<sup>th</sup> May at 6.30 pm.**

Yours faithfully

Stephanie Bennett  
Clerk to the Council

## AGENDA

- 1            **APOLOGIES FOR ABSENCE**
- 2            **TO NOTE ANY DECLARATIONS OF INTEREST MADE BY MEMBERS IN CONNECTION WITH AN AGENDA ITEM**
- 3            **TO SIGN THE MINUTES OF THE MEETING HELD ON 12 APRIL 2016**
- 4            **EXCLUSION OF THE PRESS AND PUBLIC**

It is proposed that the Press and Public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 Schedule 12 of the Local Government Act 1972.

5. **THE ANNUAL REVIEW OF ATTENDANCE – UPDATE  
CLERK TO REPORT**

6. **A.C.S.O COVER – TEMPORARY JOB DESCRIPTION (TO  
FOLLOW)**

**HYTHE AND DIBDEN PARISH COUNCIL**

Minutes of the meeting of the  
Personnel Committee  
held at The Grove, St John's Street, Hythe  
on Tuesday 12<sup>th</sup> April 2016 at 6.30 pm

**Councillors:**

p E Davey  
p C Harrison  
p J Binns  
p M McLean  
p M Short  
a M Wade

**Officers in attendance**

Mrs S Bennett (Clerk to the Council)  
Mr S Spencer (Deputy Clerk to the Council)

**294/15 Election of Chairman for the meeting.**

In the absence of Cllr M Wade Cllr C Harrison was elected Chairman for the meeting

**295/15 Minutes.**

The Minutes of the Meeting of the Personnel Committee held on 16 December 2015 were taken as read and signed by the Chairman.

**296/15 Declarations of Interest**

There were no declarations of interest made.

**297/15 Exclusion of Press and Public**

RESOLVED

That the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12 of the Local Government Act 1972.

**298/15 Annual Review of Attendance**

Members considered a report which detailed the attendance record of staff

RESOLVED

That the Clerk seek legal guidance on the process to be followed in relation to frequent absences and report back to the Committee at the next meeting in May 2016

299/15 **ACSO cover**

Members considered options for providing cover for anticipated resource shortfalls in the ACSO service.

**RESOLVED**

- a. That the Clerk investigate the potential for a minimum 6 month temporary post to be appointed and report to Council in April 2016
- b. That the Clerk investigate longer term options for delivering an improved Community Safety Service for Hythe and Dibden Parish

The meeting closed at 7.35 pm.

Chairman

Date

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