



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

Remainder of Council – for information

4th January, 2017

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 Wednesday 11th January, 2017 at 5.30pm.

Yours faithfully

Stephanie Bennett

Stephanie Bennett
Clerk to the Council

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST AND DISPENSATIONS

- a. To note any declaration of interest made by Members in connection with an Agenda item. Members to specify the nature of the interest;
- b. To receive any written requests for dispensations for disclosable pecuniary interests;
- c. To grant any requests for dispensation as appropriate

3 MINUTES

To consider and confirm the Minutes of the Meeting of the Personnel Committee held on 15th November, 2016

3 - 5

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 ACSO REVIEW

HYTHE AND DIBDEN PARISH COUNCIL

Minutes of the meeting of the
Personnel Committee
held at The Grove, St John's Street, Hythe
on Tuesday 15 November 2016 at 6.00 pm

Councillors:

p J Binns
p E Davey
p M McLean (ex officio)
p M Short
p M Wade

Officers in attendance

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

182/16 **Apologies for Absence**

There were no apologies for absence.

183/16 **To note any declaration of interest made by Members in connection with an agenda item.**

There were no declarations made.

184/16 **Minutes.**

The Minutes of the Meeting of the Personnel Committee held on 20 October 2016 were taken as read and signed by the Chairman.

185/16 **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.

186/16 **Workforce Budget**

Members considered the Manpower Budget for 2017/18

RESOLVED THAT

The proposed Manpower Budget and recommendations for 2017/18 be agreed as presented.

187/16 **Personal Development Interviews**

The Clerk presented a report on the proposed introduction of Personal Development Interviews for council employees.

RESOLVED THAT

The introduction of Personal Development Interviews begins and the process is reviewed six months after implementation.

188/16 **Welfare**

The committee noted receipt of a letter from the Society of Local Council Clerks and discussed the resultant risk assessment.

RESOLVED THAT

Amendments are made to the risk assessment.

189/16 **Complaint and Grievance**

The committee noted the receipt of four reports detailing four investigations undertaken by an external employment investigator.

RESOLVED THAT

1. The recommendations of three of the reports were accepted.
2. The Chairman of the Personnel Committee to contact the investigator to seek recommendations for the fourth report.

190/16 **Dynamic Risk Assessment**

The Clerk reported that the Dynamic Risk Assessment had worked well and this was recognised by both the employee and external investigator.

The committee noted that if the risk assessment needed to be put in place again it would need the required levels of support to be resourced.

The meeting closed at 7.40pm.

Chairman

Date

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