



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 D Poole
 Remainder of Council – for information

10th November, 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 Johns Street, Hythe on Friday 17th November, 2017 at 10.00am

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 7th September, 2017

2 - 3

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. **AGREEMENT**

HYTHE AND DIBDEN PARISH COUNCIL

Minutes of the meeting of the
Personnel Committee
held at The Grove, St John's Street, Hythe
on Thursday 7th September, 2017 at 10.00am

Councillors:

a J Binns (ex officio)
p E Davey (Chairman)
p M McLean (ex officio)
p M Short
p D Poole
a C Harrison

Officers in attendance

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

77/17 **Election of Chairman**

RESOLVED that

Cllr Eric Davey be elected Chairman

78/17 **Apologies for Absence**

Cllr James Binns and Cllr Chris Harrison

79/17 **To note any declaration of interest made by Members in connection with an agenda item.**

There were no declarations made.

80/17 **Minutes.**

The Minutes of the Meeting of the Personnel Committee held on 23rd May 2017 were taken as read and signed by the Chairman.

81/17 **Workforce Budget Planning**

RESOLVED that

- a) The workforce budget for 2018 – 2019 of £395, 127 be agreed
- b) Personnel committee to consider a reviewed training policy that includes processes for the delivery of training for councillors

82/17 **PDI Process and Training**

RESOLVED that:

- a) The current format of PDIs is continued;
- b) The format be regularly reviewed by the Clerk with the committee views being sought before any significant changes are made to the format;
- c) The training budget for 2018 – 2019 of £9,500 be agreed

83/17 **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.

84/17 **Sickness Absence 2016 - 2017**

Members welcomed the sickness absence report and requested the Chairman of Personnel to write to all staff thanking them for their hard work and exceptionally low sickness absence record.

The meeting closed at 10.35am.

Chairman

Date

mnpers54