

**Minutes of an Extraordinary Meeting of the Personnel Committee
held in the Council Chamber, Yaxley Parish Council on 14th July 2015 .**

Present:- Councillor A Wood – Chairman
Councillors A Bartle, G Bellamy, C Bolton, D Porteous, A Rees, A Wood and J Willis.

In attendance – H Taylor.

PR13. APOLOGIES

An apology for absence from the meeting was received and accepted on behalf of Councillor M Oliver (work).

PR14. DECLARATION OF INTERESTS

No declarations were received.

PR15. MINUTES

Councillor D Porteous proposed approval of the Minutes of the Personnel Committee held on 16th June 2015. This was seconded by Councillor A Rees and unanimously **RESOLVED.**

PR16. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PR17. EXCLUSION OF THE PRESS AND PUBLIC

That in accordance with Section 1(2) of the Public Bodies (admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting.

It was proposed by Councillor C Bolton and seconded by Councillor A Rees that the meeting should be closed to the public and press at 9.00pm.

PR18. OFFICER/MEMBER PROTOCOL

The Chairman informed the meeting that he had received written complaints from 3 Members of the Council. Two complaints related to one member (Councillor A) whilst the other related to this member and another Councillor (Councillor B). All the complaints related to the level of respect awarded to the Clerk by these Members. During discussions on how to proceed with the matter neither of the named members were in attendance.

Having agreed that the complaint against Councillor B had been previously dealt with by the Clerk, Members focused on the complaints against Councillor A. In so doing, the Chairman explained that if an investigation were to be undertaken he would not be able to be included in the process due to a previous incident. In response to which the Vice-Chairman complimented the Chair on this and his approach in dealing with the complaints. The Chairman, having previously spoken to those concerned, explained that Councillor A would like to apologise to the Clerk for his actions and that this was deemed acceptable to all involved. Whereupon, Councillor A Bartle proposed that Councillor A be

given the opportunity to apologise and that a protocol for dealing with complaints about a fellow Member from another Member be produced using the process adopted here as a blue print. This was seconded by Councillor A Rees and **RESOLVED**.

At this stage of the meeting Members left the room to allow Councillor A to apologise to the Clerk with the Chairman present. The Clerk accepted the apology and the matter was closed.

PR19. MEMBER CONDUCT

Having discussed an incident whereby a Member made a false statement about the Council's insurable state at a Council meeting and in acknowledging that confidential information was disclosed by this Member at this meeting whilst members of the public where present, Councillor Wood proposed that Councillor Bartle as Vice-Chairman of Personnel be requested to speak to the Member in question to remind him to respect the confidentiality of the information received as Members and correct him as to the facts of the matter. This was seconded by Councillor A Rees and unanimously **RESOLVED**.

PR20. STAFFING MATTER

With the approval of the Chairman, the Clerk reported on an urgent staffing matter following the resignation of Sue Marchant as the Council's Booking Clerk that day. Having been advised various matters would need to be resolved quickly such as office and emergency call out cover, Councillor A Bartle proposed that the Clerk be authorised to respond to the resignation and subsequent recruitment of a new Booking Clerk in consultation with the Chairman of Personnel and subject to the Committee being kept informed. This was seconded by Councillor C Bolton and **RESOLVED** unanimously.

PR21. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business being concluded, the Press and Public be re-admitted to the meeting.

It was proposed by Councillor C Bolton and seconded by Councillor A Rees that the press and public should be readmitted to the meeting.

Meeting closed at 9.55pm

Signed

Chairman.