

**Minutes of the Meeting of the Personnel Committee
held in the Council Chamber, Yaxley Parish Council on 16th June 2015 .**

Present:- Councillors A Bartle, G Bellamy, C Bolton, M Oliver, A Rees, A Wood and J Willis.

In attendance – H Taylor.

PR1. ELECTION OF CHAIRMAN

On the proposition of Councillor G Bellamy, seconded by Councillor J Willis, it was RESOLVED that Councillor A Wood be elected Chairman of the Committee for the ensuing Municipal Year. In doing so, Councillor A Bartle raised an issue over the suitability of Councillor Wood for this role given his close friendship with the current Chairman. In response to which Councillor Wood explained to Councillor Bartle that there was a process in place to deal with any complaint received about any Councillor and he felt that his past conduct as Chairman of this Committee had showed his commitment and aptness for the role.

Councillor A Wood in the Chair.

PR2. APOLOGIES

An apology for absence from the meeting was received and accepted on behalf of Councillor D Porteous (personal).

PR3. DECLARATION OF INTERESTS

No declarations were received.

PR4. MINUTES

Councillor A Rees proposed approval of the Minutes of the Committee held on 16th December 2014. This was seconded by Councillor C Bolton and unanimously RESOLVED.

PR5. ELECTION OF VICE CHAIRMAN

On the proposition of Councillor A Rees, seconded by Councillor J Willis, it was RESOLVED that Councillor A Bartle be elected Vice Chairman of the Council for the ensuing year.

PR6. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PR7. TRAINING

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members were acquainted with the contents of two training courses covering basic tree inspection and pitch maintenance. Whereupon, it was proposed by Councillor C Bolton that the Grounds Supervisor attend a basic tree inspection course and a winter pitch

maintenance course as outlined in the Clerk's report. This was seconded by Councillor A Rees and unanimously **RESOLVED**.

At the same time, Councillor Bartle referred to the Tree Policy and the issue of root growth, in response to which the Clerk agreed to investigate the matter with a view to making any necessary changes to the document. The content of the tree inspection course would also be examined to see if it covered root growth.

PR8. OFFICE EQUIPMENT

Having been advised of the background to a request for a new office laptop, Councillor A Bartle proposed that Full Council be recommended to purchase a new laptop for the Clerk as they were the budget holder for this expenditure. This was seconded by A Rees and unanimously **RESOLVED**.

PR9. STAFFING UPDATE

Members were advised that Peter Marchant had been appointed to the Grounds Maintenance Team to replace Peter North who had retired in May. In response to a question by a Member the Clerk reported that the Grounds Supervisor would be attending the next meeting of the Community Facilities Committee.

PR10. 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 A Bartle and seconded by Councillor A Rees that the meeting should be closed to the public and press at 8.10pm.

PR11. OFFICER MEMBER PROTOCOL

Members' attention was drawn to the contents of a draft Member/Officer Protocol Policy (a copy of which is appended in the Minute Book). Members were advised that the Policy should be viewed as a guide for members and employees of the Council in their relationships with one another. Particular reference was made to the principles underlying Member/Employee Relations and the need for mutual respect, trust and courtesy. In reviewing the document's content Members agreed that any reference to political parties and the Standards Board should be removed. Subject to this proviso, Councillor A Rees proposed that the Member/Officer Protocol be submitted to Full Council for approval. This was seconded by Councillor Willis and unanimously **RESOLVED**.

PR12. 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 M Oliver and seconded by Councillor C Bolton that the press and public should be readmitted to the meeting.

Meeting closed at 8.22pm

Signed

Chairman.

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