

**Minutes of the Meeting of the Personnel Committee  
held by Zoom on 16<sup>th</sup> February 2021 starting at 7.00pm.**

Present:- Councillor A Wood – Chairman;

Councillors K Gulson, J Lusted, P Russell, S Sanderson (for item PER45 onwards) and S Wayland.

In attendance: H Taylor

**PER38. APOLOGIES**

An apology for absence from the meeting was received and accepted from Councillor E Gilchrist (personal).

**PER39. DECLARATION OF INTERESTS**

No declarations were received.

**PER40. MINUTES**

Councillor J Lusted proposed approval of the Public and Confidential Minutes of the Personnel meeting held on 17<sup>th</sup> November 2020. This was seconded by Councillor K Gulson and unanimously **RESOLVED**.

**PER41. PUBLIC PARTICIPATION**

No Member of the Public wished to speak.

**PER42. STAFF TRAINING**

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members were advised of the training undertaken by the staff since the previous meeting and that planned.

**PER43. HEALTH AND SAFETY POLICIES**

On the proposal of Councillor P Russell and having been seconded by Councillor J Lusted, it was **RESOLVED** that the contents of the Health and Safety and COSSH Policies be approved (copies of the documents are appended in the Minute Book).

**PER44. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 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 P Russell, seconded by Councillor J Lusted and unanimously **RESOLVED** that the meeting should be closed to the public and press at 7.20pm and the matters record at Minute No PER45 dealing with staffing be treated as confidential and where necessary this confidential information be excluded from the Minutes to be made available for public inspection

**PER45. STAFFING**

With the aid of a report by the Clerk (a copy of which is appended in the annex to the Minute Book) Members were updated on various staffing matters, particularly the implications of the third lockdown, the actions taken to make sure the workplace remained covid secure and a proposal to reward staff for their hard work over the past 12 months.

**PER46. 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 J Lusted and seconded by Councillor S Sanderson that the press and public should be readmitted to the meeting.

Meeting closed at 7.30pm

A handwritten signature in black ink, appearing to be the initials 'JL' or similar, written in a cursive style.

Signed .....

Chairman.