

**RAUNDS TOWN COUNCIL**

**PERSONNEL COMMITTEE**

**Minutes: 5<sup>th</sup> October 2021: Start Time 7.30pm**

**PRESENT**

Cllr K Harrison (Chairman), Cllr S Hughes, Cllr R Beattie, Cllr R Levell, Cllr M Levell.

**IN ATTENDANCE:**

Mr Steve Beech, Town Clerk (Minutes)

**295.21 APOLOGIES FOR ABSENCE**

Cllr H Howell, Cllr D Hughes

**296.21 PUBLIC PARTICIPATION**

**Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

None received

**297.21 QUESTIONS FROM MEMBERS**

**Notification of members questions in compliance with the council's standing orders.**

None received

**298.21 DECLARATIONS OF INTEREST**

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM

Cllr Harrison declared a non-pecuniary interest in having been placed by Travail recruitment agency and their current consultant 20 years ago.

**299.21 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that the press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960.

**300.21 CODE OF CONDUCT:** To consider adopting a staff code of conduct.

Following a brief discussion, it was **RESOLVED** that:

- a) **Cllr Harrison would draft a working template.**
- b) **The Finance and Policy committee be requested to consider setting up a working party.**

**301.21 ESTABLISHMENT REPORT**

To receive a report from the Town Clerk on proposals to be made to the establishment.

The Committee received the Clerk’s report and following a discussion, it was:

**RESOLVED** that:

- a) **The Clerk would distribute CVs received from the agencies to Cllr S Hughes, *Cllr M Levell*, Cllr D Hughes, and Cllr K Harrison for review and selection for informal interview.**
- b) **The Clerk would invite and informally interview selected candidates.**
- c) **The Clerk engage the LCC to undertake a staffing review as approved by Council.**

**The Clerk left the room for the remainder of the meeting to enable a discussion to review initial performance. Minutes were recorded by Cllr Harrison.**

There being no further business the meeting concluded at 8.31pm.

Approved:.....(Town Mayor)

Meeting date: .....12<sup>th</sup> October 2021.....(Council)

Confirmed:.....(Chairman)

Meeting date:.....18<sup>th</sup> January 2022.....(Committee)