

Minutes of the Meeting of Hythe and Dibden Parish Council Personnel Committee

Held at The Council Chamber, The Grove, 25 St John's Street, Hythe, SO45 6BZ
on Wednesday, 26th February, 2020 at 6.00 pm

Cllr P Dowd (Chairman)

Councillors

Cllr S Cullen
Cllr A Fairhead
Cllr S Lodge

Councillors

Cllr S Osborne
Cllr M Roberts
Cllr M Wade

Apologies: Cllr R Clark and Cllr M Clark

Officers in Attendance

Tracy Predeth, Locum Clerk
Sean Spencer, Deputy Clerk
Claire Donnelly, Minute Clerk

0 Members of the Public

296/19 DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest made and no requests for dispensation received.

297/19 MINUTES

RESOLVED that

The minutes of the meetings of the Personnel Committee held on 8th January 2020, having been circulated, were taken as read and signed by the Chairman.

298/19 STAFF TRAINING

The Deputy Clerk reported on the current procedures for training staff and councillors. It was agreed that decisions to authorise training for operational matters, as long as they are within budget, are delegated to officers and do not need to be referred to the Personnel Committee.

It was highlighted that some councillors have been experiencing IT issues and it was agreed that IT training would be arranged.

Consideration was given to a recommendation from the Communications Working Group.

RESOLVED that

The Parish Development Officer to identify and attend a Social Media Marketing Course. The cost is likely to be weekday £299.00 or weekend £225.00.

299/19

EXCLUSION OF PRESS AND PUBLIC

RESOLVED that

The press and public be excluded from the Council Meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12 of the Local Government Act 1972.

300/19

TO CONSIDER AND AGREE THE DRAFT JOB ADVERTISEMENT, DRAFT JOB DESCRIPTION AND PERSON SPECIFICATION - DOCUMENTS TO FOLLOW

Councillors considered the draft job advertisement, draft job description and draft person specification for the position of Clerk to the Council.

RESOLVED that

- a) The advertisement for the position of Clerk be agreed.
- b) The job description and person specification for the position of Clerk be agreed.
- c) The vacancy for the position of Clerk be advertised on the Council's website and Facebook page and the SLCC website.
- d) The Interview Panel for the position of Clerk to consist of:
The Chairman
The Vice Chairman
The Chairman of the Personnel Committee
Cllr Stephanie Osborne

301/19

TO CONSIDER AND AGREE THE DRAFT JOB DESCRIPTION AND PERSON SPECIFICATION - DOCUMENTS TO FOLLOW

Consideration was given to the draft job description and draft person specification for the Accredited Community Safety Officer positions.

RESOLVED that

- a) The job description and person specification for the position of 1 x Accredited Community Safety Officer and 1 x Accredited Community Safety Officer (Supervisory position) be agreed.

- b) The vacancies for Accredited Community Safety Officers be advertised in the local newspaper, Indeed, and on the Council's website and Facebook page.

302/19 **STAFFING MATTERS**

The Chairman gave the following update: "On the 26th January 2020 Stephanie Bennet left the employment of Hythe and Dibden Parish Council. Tracy Predeth is currently acting as Locum Clerk through this period as we seek a fulltime replacement for the Role of Clerk to the Council."

303/19 **TO AGREE THE DATE OF THE NEXT MEETING**

The date of the next meeting is to be confirmed.

The Meeting closed at 6.55 pm

Chairman

Date