

MIDDLETON-IN-TEESDALE AND NEWBIGGIN PARISH COUNCIL

Minutes of the Personnel Committee meeting held
remotely, via videoconference
on Monday 29 June 2020 at 11.15am

In attendance Cllr Ian Cartwright (Chair), Cllr Charles Kirkbride, Cllr Kev Tallentire
Clerk (minutes)

No members of the press or public were in attendance.

<p>1. Apologies, approval of absences and substitute members All present.</p>
<p>2. Declarations of interest None.</p>
<p>3. Requests for dispensations No requests had been received.</p>
<p>4. Minutes Draft minutes had been circulated (PC 290620-1 DRAFT minutes 020419). <i>It was resolved that the minutes of the meeting held 2 April 2019 are an accurate record.</i></p>
<p>5. Personnel Committee Terms of Reference The existing Terms of Reference had been circulated (PC 290620-2 Terms of Reference adopted June 2017). The meeting provided a good opportunity for all members new to the Personnel Committee to become familiar with the general staffing procedures, policies and processes operated by the Council. Clerk clarified that the Personnel Committee is an advisory committee to the full Council, and makes recommendations to it, rather than having delegated authority. Clerk clarified that a resolution can be made to exclude the press and public should any matter involving an identifiable individual arise. Although recognised that the Personnel Committee might need to meet or act urgently, it was clarified that the minimum number of councillors on the Personnel Committee should be three and that the quorum for a meeting should also be three. All other councillors, excepting Cllr Miller, are substitute members in order that the Committee should not be prevented from meeting if any member is not present. If urgent action is needed, then this would have to be reported back to this Committee and then to full Council as appropriate. Clerk clarified that the Terms of Reference relate only to employed staff; any issues relating to contracted workers (eg.grass cutter) would be dealt with through contract management processes. A thorough discussion about the Terms of Reference took place and revised Terms of Reference (appendix 1) were prepared for recommendation for full Council approval at its July meeting. Although some discussion took place about appraisal and its possible links to performance management, formulation of appraisal documentation and processes, and the accessibility to Personnel Committee of previous appraisal records, it was agreed that a separate meeting will need to be held to discuss and agree on these matters. <i>It was resolved that the day-to-day contact to support the Clerk, should be Cllr Kirkbride.</i> It was agreed that the Terms of Reference should next be reviewed in two years, unless it is necessary to do this before then.</p>

Meeting closed at 13.04pm.