

PADDOCK WOOD TOWN COUNCIL
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**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE held on Monday
25th June 2018 at The Day Centre, Commercial Road at 6.45 pm**

PRESENT: Cllrs D Boyle, J Flashman, R. Moon. R. Steward

IN ATTENDANCE: Mrs N Reay, clerk

APOLOGY: Cllrs Turk, Williams

In the absence of both the 2017/2018 Chairman & Vice Chairman, Cllr Boyle took the Chair for items PER1 & PER 2

PER1 DECLARATIONS OF INTEREST

There were no declarations of interest.

PER2 ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR 2018/2019

Cllr Flashman proposed Cllr Turk be re-elected Chairman.
The proposal was not seconded.

Cllr Boyle proposed Cllr Moon, who declined the nomination.

Cllr Moon proposed, Cllr Steward seconded:
That Cllr Boyle be elected Chairman for 2018/2019.
CARRIED 3 in favour, 1 against.

Cllr Flashman proposed, Cllr Steward seconded:
That Cllr Williams be re-elected Vice chairman for 2018/2019.

CARRIED unanimously

PER3 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 14 December 2017 were
APPROVED.

PER4 STAFFING UPDATE

The Clerk advised that the new administrative assistant had now completed 3 months with council and was proving to be an asset to the office.

PER5

APPRAISAL FORMS

Members discussed the existing forms and agreed that the PPP Committee should be asked to review the forms. Cllr Boyle would forward some samples for comparison.

It was agreed that 2 different forms would be required.

PER6

DISCIPLINARY RULES

A recent review of the disciplinary rules & code showed that there was a need for an informal process to be included. This would be used for more minor matters which did not inf the first instance warrant formal disciplinary procedures.

The SLCC had a procedure which detailed an informal process. The Clerk would amend the existing procedure

PER7

DATE OF NEXT MEETING

The next meeting will be held on Monday 5th November 2018 at 6.45 pm.

Meeting closed at 7.30 pm.

CHAIRMAN