

PADDOCK WOOD TOWN COUNCIL
The Podmore Building, St Andrews Field, St Andrew's Road,
Paddock Wood, Kent, TN12 6HT
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**NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE TO BE held on
Monday 30th October 2023 at The Day Centre, Commercial Road at 7 pm**

COMMITTEE MEMBERS: Cllr D. Kent, N Maari, R. Moon, M. Munday, C. Williams

APOLOGY: Cllr D Kent

PER6 **DECLARATIONS OF INTEREST**

PER7 **MINUTES OF THE PREVIOUS MEETING**

To approve the minutes of the meeting held on the 7th June 2023.

PER8 **SCHEME OF DELEGATION**

See attached report.

PER9 **CIVILITY AND RESPECT PROJECT**

The Council signed the Civility and Respect pledge at its meeting on 17th July 2023. A copy of the pledge is attached. The Council has also adopted the Officer/Member protocol which has been drawn up by the Project. A copy is attached. Members are asked to consider what other steps the Council needs to take to comply with the Pledge.

<https://www.nalc.gov.uk/our-work/civility-and-respect-project#roles-and-responsibilities-guidance>

PER10 **CRONER SUPPORT**

The Town Council uses Croner to support its HR & Health and Safety Functions. Members are asked to consider approving a 5 – year agreement which will reduce the costs. See attached proposal.

PER11 **UNION MEMBERSHIP**

The Town Council pays the professional membership fees to the following:

SLCC for the Clerks,

CIMA for the RFO

Chartered Institute of Horticulture for the Estates Manager.

Grounds Management Association for the Grounds Staff

The SLCC no longer offers Union support this is now offered by the ALCC, which can be paid separately by the member.

A member of staff would like to join a union and have the council recognise the membership.

Members views are sought.

That under section 1 (2) of the Public Bodies (admission to meetings) Act 1960 the following items may be exempt from the press and public.

- PER12 **STAFF SALARIES 23/24**
To consider the attached report
- PER13 **HEALTH AND SAFETY REPORT FROM CRONER**
To review the attached paperwork
- PER14 **DATE OF NEXT MEETING**
To be agreed.

NICHOLA REAY
Clerk to the Council
24TH October 2023.