



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DRAFT MINUTES OF THE MEETING OF HALE PARISH COUNCIL PERSONNEL COMMITTEE

HELD ON MONDAY 6th FEBRUARY 2023 AT 7.30pm

Present: councillors, Cleary, Mitchell, McNamara, Anderson, Williams

In attendance: Cllrs King and Brown

1. **Election of Chairman** - Councillor Cleary was elected, unanimous
2. **Election of Vice Chair** - Councillor Williams was elected, unanimous
3. **Apologies** – Cllr Trevaskis and The Clerk registered their apologies,
4. **Declarations of Interest** - None
5. **Public Participation** - None
6. **Appraisals** -
 - i) To use example 3 in SLCC model documentation- proposed by Councillor McNamara, seconded by councillor Anderson, approved by all.
 - ii) sub-committee to be comprised of councillors Cleary, McNamara, and Williams. All proposed by cllr Anderson, seconded by cllr Mitchell and approved by all.
 - iii) Agreed annual appraisals, and to use example 3 appraisal form in SLCC document. Proposed by councillor Mitchell, seconded councillor Anderson, approved by all.
7. **Budget** - Deferred to main Parish council meeting. Proposed by Councillor Mitchell, seconded by councillor McNamara, agreed by all apart from councillor Williams who abstained

8. Staffing Matter 2023/1 - Deferred until March Parish Council meeting

9. Staffing Matter 2023/2 - Councillor Cleary to contact complainant to seek further information and bring back to the next meeting before making a decision. Agreed by all.

10. Staffing Matter 2023/3 - Agreed by all to forward to monitoring officer

11. Staffing Matter 2023/4 - Agreed by all to forward to monitoring officer.

Date of next meeting Tuesday 7th March 7.30pm