

HALE PARISH COUNCIL

PERSONNEL COMMITTEE MINUTES

MEETING TUESDAY 25 JULY 2023

ATTENDEES: B.CLEARY,C.ANDERSON,C.WILLIAMS,J.BROWN,P.LEWIS.

CHAIRPERSON OF HALE PARISH COUNCIL B.MITCHELL.

1: NONE

2: NONE

3: C.WILLIAMS TO FORWARD MINUTES OF LAST MEETING TO CLERK OF PARISH COUNCIL TO BE SENT TO MEMBERS OF PERSONNEL COMMITTEE. VOTE APPROVED.

4: TERMS OF REFERANCE AMENDED AND AGREED. VOTE APPROVED.

5: POINT 1. CHECK WITH PARISH CLERK IF APPRAISALS HAVE BEEN SIGNED BY LINE MANAGER.

POINT 2.P.TURTON TO ROLL OUT TRAINING MATRIX FOR STAFF.

HR TRAINING FOR J.BROWN P.LEWIS.

POINT 3. TO REVUE ARRANGEMENTS FOR STAFF ANNUAL LEAVE. VOTE APPROVED

POINT 4. ASK THE CLERK OF PARISH COUNCIL TOO HAVE A PART TWO OF THE SEPTEMBER 2023 PARISH COUNCIL TO DISSCUSE COMPLAINTS ABOUT BOOKING OF VILLAGE HALL, FORMALISE JOB DESCRIPTIONS AND CONTRACTS OF EMPLOYMENT OF ALL STAFF TO DELIVER THE BEST NEEDS OF THE VILLAGE HALL AND PARISH COUNCIL. VOTE APPROVED

6. MONDAY 25TH SEPTEMBER 2023 7:30PM