

Minutes of a Meeting of the Personnel Committee

9 September 2021

Present: Councillors C Johnson (Chairman), R Nichols, D Somers and J Dowling

Attendees: Kath MacConnachie (Town Clerk)

PC_2021.1. **Apologies for absence**

There were no apologies for absence.

PC_2021.2. **Declarations of interest under the Localism Act 2011**

There were no declarations of interest.

PC_2021.3. **Public participation**

PC_2021.4. **Minutes of 1 April 2021**

It was Resolved that the minutes of 1 April 2021 were a true and accurate record of the meeting.

PC_2021.5. **Public participation**

There were no members of the public in attendance.

PC_2021.6. **Outstanding actions from the minutes of 1 April 2021**

There were no outstanding actions.

PC_2021.7. **Arrangements for Town Clerk appraisal**

It was **Resolved** that Councillor Johnson would be responsible for conducting the Clerk's appraisal for 2022/23.

Action: Councillor Johnson

PC_2021.8. **To consider Town Clerk request to regularly work from home two days a week**

It was **Resolved** that the Town Clerk could regularly work from home two days a week, subject to a 6 month-trial period.

PC_2021.9. **Draft Staff Leave Policy**

It was **Resolved** to approve the draft Staff Leave Policy for recommendation to Full Council.

Action: Clerk

PC_2021.10. Items to report from members

There were no items to report from members.

PC_2021.11. Date of next meeting: TBC (Spring 2022)