



Tickton & Routh
Parish Council
Working and Playing Together

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Minutes of the **Personnel Committee Meeting** of Tickton & Routh Parish Council held on **Monday, 21 October 2024** at 7:10 pm held in Tickton Village Hall, Main Street, Tickton.

Present: Councillors: Vickers (in the Chair); Dickson & Oliver

In Attendance: The Clerk, Mrs Michelle Middleton

Apologies: Councillor Hall

Absent: None

Public: None

001/24 **APOLOGIES** - To receive apologies for absence.
Cllr Hall.

002/24 **DECLARATION OF INTEREST** – The Parish Councils (Model Code of Conduct)
To record any declarations of interest by any Member in respect of items for discussion on this agenda.
Members declaring interests should identify the agenda item and type of interest being declared.
None received.

003/24 **CHAIRMAN** – To appoint.
RESOLVED: Cllr Vickers was appointed Chairman.

004/24 **MINUTES**
To approve the minutes of the Personnel Committee meeting held on 20 November 2023.
RESOLVED: The minutes of the Parish Council meeting held on 20 November 2023 were approved as a true and correct record.

005/24 **PRIVATE SESSION (PART II)** - To consider resolving to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) for the next item(s) on the agenda as it relates to confidential or staffing matters.
RESOLVED: Approved.

006/24 **DRAFT CONTRACT AND LINKED POLICIES** – To review and agree recommendations to full council.
RESOLVED: To recommend that the Council consider approving the draft Handyman Employment Contract and linked policies including Maternity/Paternity Leave and Pay, Sickness Absence and Whistleblowing.

007/24 **ANNUAL PERFORMANCE AND DEVELOPMENT REVIEW** – To note that staff reviews be undertaken before 18 November 2024.
RESOLVED: Cllr Oliver and Clerk to undertake Staff Performance and Development Review.

008/24 **SEXUAL HARASSMENT IN THE WORKPLACE** – To note legal obligations and agree recommendation to full council.
RESOLVED: To recommend that the Council adopt a Sexual Harassment Policy and training.

009/24 **DATE OF NEXT MEETING(s):** The Personnel Committee Meeting will be held at 7:00pm, Monday, 18 November 2024 in Tickton Village Hall.

The Minutes were approved and signed at the meeting held on the 18 November 2024.