

**Minutes of a meeting of the Personnel Committee
held in the Council Chamber, Yaxley Parish Council on 20th September 2016 .**

Present:- Councillor A Wood – Chairman
Councillors A Bartle, C Bolton, S Butler, A Rees and S White.

In attendance – H Taylor and Councillors M Oliver and J Willis
(for items PR27 to PR33).

PR27. APOLOGIES

Apologies for absence were received on behalf of Councillors J Lusted and J Reed (both personal).

PR28. DECLARATION OF INTERESTS

No declarations were received.

PR29. MINUTES

Subject to the inclusion of the word “additional” before the word work, in the first line of the second paragraph under PR25, Councillor A Bartle proposed approval of the Minutes of the Committee held on 21st July 2016. This was seconded by Councillor A Rees and unanimously **RESOLVED**.

PR30. TRAINING

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members were apprised with details of manual handling and ladder training arranged for staff. These sessions would be held during September and October.

PR31. RISK ASSESSMENTS

Members received and noted the contents of risk assessments for cemetery management, driving for work, ride-on mowers and strimmers & brushcutters (copies of which are appended in the Minute Book).

PR32. PUBLIC PARTICIPATION

No member of the Public wished to speak.

PR33. EXCLUSION OF THE PRESS AND PUBLIC

That in accordance with Section 1(2) of the Public Bodies (admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting.

It was proposed by Councillor S White and seconded by Councillor S Butler that the meeting should be closed to the public and press at 7.55pm.

PR34. STAFF MATTERS

Members discussed various issues relating to team management. The need for additional training relating to the following areas was identified:

- Procedures;
- employee handbook;
- health and safety.

Whereupon, it was proposed by Councillor S Butler that training sessions be arranged to cover the above areas and that Councillor M Oliver attend as a Member representative. This was seconded by Councillor A Bartle and **RESOLVED**.

PR35. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business being concluded, the Press and Public be re-admitted to the meeting.

It was proposed by Councillor A Rees and seconded by Councillor A Wood that the press and public should be readmitted to the meeting.

Meeting closed at 8.40pm

Signed

Chairman.

