

HAMBLE-LE-RICE PARISH COUNCIL

**MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON
TUESDAY 21ST March 2017 AT THE HAMBLE VILLAGE MEMORIAL HALL, 2
HIGH STREET, HAMBLE-LE-RICE AT 4.00pm**

Present

Cllr S Cohen – Chair
Cllr S Hand
Cllr I Underdown
Amanda Jobling Clerk

Minutes

1. No apologies for absence
2. No declaration of interest and approved dispensations
3. Minutes of the Personnel Sub Committee 3rd November 2016 were noted
4. Clerks' proposed work plan for 2017/8 – Members reviewed the supporting paper and work plan provided by the Clerk regarding priorities for the forth coming year. The matrix was amended to give a priority of immediate, medium or longer term (by year end) to the projects in the list. It was agreed that this would then be shared with members of the Council to form the basis of a work plan. Additional items stemming from other documents would be included and it would then serve as the basis for future overview and scrutiny of the staff team.
5. HR and Health and Safety – the clerk outlined the need for urgent work to be carried out around workforce policies and health and safety both of which currently were not up to date. She outlined services provided by one firm that undertook to draft local policies and to undertake and review risk assessments with ongoing support for 3 years. Further quotes were needed as the value of the contract would cumulatively be in excess of £9000 over three years. This would be reported back to council for a decision at the earliest moment.

Exempt Business - To propose and pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for the discussion of the following matters where publicity might be prejudicial to the special nature of the business.

6. Annual review of staff contracts

The meeting closed at 5.50pm.

Chairman's Signature

Date