




Brixworth Parish Council

Councillors are hereby summoned to attend the Personnel Committee meeting to be held on
Monday 13th February 2023 at 6.30pm

The Meeting will be held in the Community Centre & Library, Spratton Road, Brixworth NN6 9DS

Please inform the Clerk of your apologies in writing, should you be unable to attend.

Email: parish.clerk@brixworthparishcouncil.gov.uk

Signed: .....

Josie Flavell - Proper Officer/Clerk

The press and public are also invited to attend

Please note that this is a public meeting and you may be filmed, recorded and/or published.

AGENDA

PART ONE – OPENING PROCEDURES

23/0013	Welcome by Chairman	JB
23/0014	Apologies for absence and acceptance of apologies for absence To consider and accept any apologies reported.	-
23/0015	Declarations of Interest a) To consider any declarations of any disclosable pecuniary or other interests. b) To consider any dispensations or written requests for dispensation of DPI.	-
23/0016	Agree and Sign the Minutes of Previous Meeting RESOLVE to the Chairman approving the Personnel Committee Meeting Minutes of 22 nd of December 2022.	JB
23/0017	Public Open Forum Session a) This is an opportunity for parish residents and members of other Councils, once recognised by the Chairman, to make brief representations or ask questions of the Personnel Committee via the Chairman. Each will be allowed three (3) minutes to address the Personnel Committee via the Chairman. This open session is limited to 15 minutes. b) Although the Personnel Committee will endeavour to answer all questions put to it, persons asking questions should not expect immediate answers, but rather a formal written response in due course. c) Those who wish to comment on an agenda item are encouraged to do so at this time or they may ask the Chairman to be allowed to speak when the subject is raised.	-

PART TWO – FOR DECISION

Members of Brixworth Parish Council - Personnel Committee

Councillor Jackie Bird (Chair), Councillor Lynne Compton, Councillor Barbara Lunnon,
Councillor Sandra Moxon, Councillor Gary Spratt and Councillor Christine Ware.

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23/0018	Peninsula HR Contract a. RESOLVE to consider ending the Peninsula HR contract when 6 months termination notice can be given after 20 th March 2023. b. RESOLVE to the Clerk creating a full HR and recruitment system free of charge and recommending to council, for the money saved from paying for this contract, to be moved under virement to the salary budget.	JF/JB JF
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PART THREE – FOR INFORMATION

23/0019	New Clerk To NOTE how the new permanent Clerk is settling in.	JB
23/0020	Budget Review To review the current employment/staffing budget.	ALL

PART FOUR – CONFIDENTIAL MATTERS

23/0021	EXCLUSION OF THE PRESS AND PUBLIC RESOLVE to consider the exclusion of the press and public from the meeting in accordance with Public Bodies (Admissions to Meetings) Act 1960 sect 1.2, to discuss matters of commercial and personal confidentiality (Papers for Members only), due it being prejudicial to public interest by reason of the confidential nature of the business to be transacted. The Press and Public will be requested to leave the meeting.	ALL
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PART FIVE – CONFIDENTIAL MATTERS

23/0022	Staff Appraisals And Performance a. To receive an update from the Clerk. b. RESOLVE to approve proposed actions.	JF
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The Press and Public to be invited back into the meeting.

PART SIX – CLOSING PROCEDURES

23/0023	Next Personnel Meeting b. To consider any items for inclusion on the next meeting agenda. c. To agree the date of the next Personnel Committee Meeting.	ALL
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