

Minutes: Personnel Committee

Tuesday 26th March 2019 9am at The Mercury Library and Community Hub, High Street, Hamble SO31 4JE

Present: Councillors: P Beach (Chair), S Cohen, S Hand and I Underdown

Clerk

Members of the Public: None

Minute reference is 26032019 + the agenda item number

1a. Apologies for absence			
Cllrs James			
1b. Declaration of interest and approved dispensations			
none			
1.c To agree the minutes 20th July 2018			
Corrections were noted and <u>IT WAS RESOLVED</u> to accept the Minutes, which were then signed by the Chair.			
Proposed	Cllr Underdown	Seconded	Cllr Cohen
2. Public Participation			
No members of the public were present.			
3. Notes of the 23rd October 2018			
The notes of the meeting in October were agreed but not formally approved given the meeting had not been quorate			
4/5. Violence and Lone Working Policy and Harassment in the workplace			
The Clerk outlined the current policies in place through the handbook but the need to develop these further. This had come from work on Health and Safety and the need to review arrangements for keeping staff safe. It was recognised that the nature of some work and the locations where work is carried out can carry a higher risk and that there was a need to understand these in more detail. Members were keen to ensure that staff were able to comment on the policy at the earliest and to report back once the consultation was completed.			
6. Priorities for 2019 and working patterns			
Members considered the workplan and the potential pinch points during the year when resources would be stretched. Cllr Cohen requested that the workplan was refined and all tasks carried out throughout the year are included so that it accurately reflects the work of all the team and the impact of project work on staff at key times of the year. It was agreed it would go onto Council in April in a more developed form. Discussion also focused on the time commitment arising from the Mercury project and the impact this was having on the office team. The Clerk was asked to draft a letter to go to the Chief Executive at EBC outlining concerns. <i>Cllr hand left the meeting at 10.25</i>			
7. Team Working Day 1st May			
The committee was briefed on the content of the day and the use of Belbin as a tool to help people better understand their natural team styles. From this it is hoped that staff can adjust their ways of working to better reflect the style of others. Questionnaires are being sent out so that the analysis is complete ahead of the day. There will be several activities included during the day to demonstrate the importance of good team working.			
8. Quarterly monitoring			

Signed: _____

Date: _____

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This was not available for the meeting.

Exempt Business

IT WAS RESOLVED to move to Exempt business

Proposed

Cllr Underdown

Seconded

Cllr Cohen

The matters discussed were (9) Approve the Exempt Minutes of 20th July 2018 and (10) Appraisals and Training.

The meeting ended at: 11.05am