



Item 5b

Minutes of the Personnel Committee held on 23rd February 2021; a virtual Zoom meeting.

1. **PRESENT** – Cllrs. G. Rowlands (Chairman), M. Elgin, A. Roberts and M. Kermode (Personnel Adviser and Clerk for the Committee); together with the Town Clerk.
2. **DECLARATIONS OF INTEREST** – None
3. **MINUTES** – The minutes of the meeting held on 8th February 2021 had previously been considered and approved by the Town Council.
4. **MATTERS ARISING**
 - The Town Clerk updated members on the situation regarding her laptop computer and emails etc. The situation had improved but the laptop needed further attention to get it back up to full speed.
 - Members discussed the Part 2 items from the previous meeting and noted that when the minutes had been considered and approved at the Town Council meeting not all councillors had been present. Because of the importance of the issues, it was **agreed** that the Town Clerk should send out a short note to all members of the Council summarising the main points.
5. **DISCIPLINARY POLICY** – The Town Council had agreed the policy in principle at its last meeting and had asked the Personnel Committee to consider it in more detail on the basis that there were certain elements that needed some fine tuning. Members discussed the policy in detail and agreed a number of changes. The Committee **recommends** that the updated version be adopted by the Town Council.
6. **GRIEVANCE POLICY** – The Town Council had agreed the policy in principle at its last meeting and had asked the Personnel Committee to consider it in more detail on the basis that there were certain elements that needed some fine tuning. Members discussed the policy in detail and agreed a number of changes. The Committee **recommends** that the updated version be adopted by the Town Council.
7. **PART 2 BUSINESS** – There were no items for Part 2 and the meeting was closed.