



Garstang Town Council

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PR3 1PB

Personnel Committee Meeting, 26th January 2022 Agenda

(Public Copy)

Personnel Committee Members and members of the press & public

I hereby give you notice that a meeting of the Personnel Committee will be held at Garstang Methodist Church on Wednesday, 26 January 2022 at 7.00pm.

Members of the public and press are invited to attend the meeting

Please contact the Clerk by 13.00, Wednesday, 26 January, to express your interest in attending the meeting, so that arrangements may be made for you to attend.

Attendees

The latest government guidelines, Coronavirus: how to stay safe and help prevent the spread, were updated on 19th January 2022. From 27 January, there is no longer a legal requirement to wear a face covering. The government suggests that you continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet.

Until the 27/01/2022 the COVID Meeting Risk Assessment details the following:

The wearing of masks is required in any circulation spaces and where it is not possible to maintain social distancing of a minimum of 1 metre. Attendees will be required to wear a mask for the duration of the meeting unless for medical reasons you are exempt and may be removed to speak.

You should carry out a lateral flow test before the meeting and within 24 hours of your attendance. Do not attend if the test is positive.

Do not attend the meeting if you have any symptoms of Covid-19.

Sanitise your hands prior to the meeting using the hygiene station at the entrance to the meeting room.

In addition if you are experiencing any COVID symptoms again you should not attend the meeting and book the appropriate PCR test. Councillors who cannot attend the meeting should give their apologies and a reason to the Clerk.

As per the risk assessment, the windows will be open to increase ventilation. The meeting room may be cold so please wrap up warm!

Recording of Public Council Meetings

Please be aware that the public meeting may be recorded for the accuracy of the minutes.

As per standing orders 12g; for any meeting that has been recorded the recording will be kept for a period of 6 months after the minutes have been approved as accurate before the recording is deleted.

E Parry

Town Clerk

20th January 2022

Agenda

- 1) **Appointment of Chairman and Deputy Chairman for decision**
- 2) **Apologies for Absence**
To receive apologies for absence.
- 3) **Declaration of Interests and Dispensations**
To receive disclosures of pecuniary and non-pecuniary interests and dispensation requests from Councillors on matters to be considered at the meeting.
- 4) **Minutes of the last meeting – for information**
The minutes of the last Personnel Committee meeting held on 15/12/2022, were approved by members of the Personnel Committee, at the Full Council meeting, minute reference 244(2020-21), held on 15 February 2021. They have been circulated on teams, for reference.
- 5) **Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public**
To resolve that in accordance of 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.
- 6) **Chairman’s Report - for information and decision**
- 7) **Financial regulations 4.4 – for decision**
- 8) **Clerk’s Contract of Employment Changes**
- 9) **Employee Appraisals – for information**
- 10) **Timesheet - Clerk Timesheet Analysis Paper, Councillor Allan – for information**
- 11) **Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public**
To resolve that the confidential business having been concluded, the press and public be re-admitted to the meeting.
- 12) **Committee Responsibilities – for information**
As part of the governance review, the Clerk is advising that she is reviewing the delegated responsibilities or functions for the 3 Committees and advising that the Management Team is formalised. A report will be taken to the Town Council meeting on 21/02/2022. The review is being carried out with Councillors Atkinson and Allan which ties in with the Local Council Award Scheme.
- 13) **Date of next meeting**
Personnel Committee dates should be diarized for the remainder of 2021/22 and for 2022/23 to ensure that the Town Council complies with its management and responsibilities.

Wednesday 9 March 2022