

HORNSEA TOWN COUNCIL
MINUTES OF THE PROCEEDINGS OF A MEETING OF THE HORNSEA TOWN
COUNCIL PERSONNEL COMMITTEE

HELD ON THURSDAY 26th August 2021

Present: Councillors: L Embleton, C Morgan-Muir and E Whitworth
Staff member G Oxendale (GO)

1. Apologies for absence

Apologies for absence were received from Cllr S Prescott

*It was **RESOLVED** that due to the following items involving discussion related directly to individual members of staff they be take **IN CAMERA***

2. Approval of the Minutes of a meeting held on 3rd June 2021

It was **RESOLVED** that the Minutes of a meeting held on 3rd June be approved as a correct record of proceedings thereat

3. Staff training – Town Clerk to report

The Town Clerk confirmed arrangements for staff refresher first aid training – **RESOLVED** noted

4. Driving competency test etc – update

GO gave details of a recent test. It was **RESOLVED** that the test is repeated in 12 months time and the staff member be congratulated on the test report. It was further **RESOLVED** that this testing become a routine part of recruitment in the future for similar role(s)

It was **RESOLVED** that item 6 be dealt with next

6. Works vehicles – usage

It was **RESOLVED** that approval is given for HTC vehicles to continue to be taken home by staff members Monday to Friday

(GO left the meeting at this point)

5. Deputy Clerk

A letter and various other documents having been circulated it was **RESOLVED** that the Town Clerk prepare forms as discussed to be submitted to the next meeting

6. Appraisals

It was **RESOLVED** that this item be deferred to the next meeting

7. CiLCA – staff member

The Town Clerk gave details of recent discussions with a staff member regarding CiLCA. It was **RESOLVED** that the Town Clerk discuss this matter further with SLCC and report back to the next meeting

Next meeting – Thursday 16th September – 6.30pm