

Hawkinge Town Council

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Town Mayor: Councillor Philip Martin



Minutes of the Personnel Committee held on Wednesday 6 October 2021.

Present: Councillors Chris Johnson, (Chairman), Les Palliser, Peter Roy.

1. **APOLOGIES FOR ABSENSE**

Councillors Philip Martin, Dick Pascoe & Nabin Siwa

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **MINUTES**

The minutes of the meeting held on 15 September 2021 were approved as a correct record and signed by the Chairman.

Proposed by Councillor Les Palliser
Seconded by Councillor Peter Roy and

(Voting: For 3, Against 0, Abstentions 0)

4. **EXCLUSION OF THE PUBLIC**

Proposed by Peter Roy
Seconded by Les Palliser and

RESOLVED: To exclude the public and press from the meeting for the following items of business by virtue of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.

(Voting: For 3, Against 0, Abstentions 0)

5. **TERMS OF REFERENCE**

A draft of the Terms of Reference for the HTC Personnel Committee was circulated for review. The draft Terms of Reference were scrutinised in detail and amendments were negotiated.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To accept the amended Terms of Reference as final draft to be put to the Council.

(Voting: For 3, Against 0, Abstentions 0)

6. **SCHEME OF DELEGATION**

A draft of the Scheme of Delegation for the HTC was circulated for review.

Proposed by Chris Johnson
Seconded by Les Palliser and

RESOLVED: To defer the review of the Scheme of Delegation until after all the HR policies are agreed.

(Voting: For 3, Against 0, Abstentions 0)

7. **ANNUAL LEAVE POLICY**

A draft of the Annual Leave Policy for the HTC was circulated for review.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To defer the review of the Annual Leave Policy to another meeting.

(Voting: For 3, Against 0, Abstentions 0)

8. **DISCIPLINARY POLICY**

A draft of the Annual Leave Policy for the HTC was circulated for review.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To defer the review of the Disciplinary Policy to another meeting.

(Voting: For 3, Against 0, Abstentions 0)

9. **EXPENSES POLICY**

A draft of the Annual Leave Policy for the HTC was circulated for review. The draft Expenses Policy was scrutinised in detail and amendments were negotiated.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED:

1. **To agree mileage rates according to HMRC subject to it being confirmed they are aligned with KALC recommendations.**
2. **Accept the amended Expenses Policy as final draft to be put to the Council.**

(Voting: For 3, Against 0, Abstentions 0)

10. **FLEXIBLE WORKING POLICY**

A draft of the Flexible Working Policy for the HTC was circulated for review.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To defer the review of the Flexible Working Policy to another meeting.

(Voting: For 3, Against 0, Abstentions 0)

11. **GRIEVANCE POLICY**

A draft of the Greivance Policy for the HTC was circulated for review.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To defer the review of the Grievance Policy to another meeting.

(Voting: For 3, Against 0, Abstentions 0)

12. **HEALTH AND SAFETY POLICY**

A draft of the Health and Safety Policy for the HTC was circulated for review.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To defer the review of the Health and Safety Policy to another meeting.

(Voting: For 3, Against 0, Abstentions 0)

13. **LONE WORKING POLICY**

A draft of the Lone Working Policy for the HTC was circulated for review.

Proposed by Chris Johnson
Seconded by Les Palliser and

RESOLVED: To accept the Lone Working Policy as final draft to be put to the Council.

(Voting: For 3, Against 0, Abstentions 0)

14. **OVERTIME POLICY**

A draft of the Overtime Policy for the HTC was circulated for review. The draft was scrutinised in detail and amendments were negotiated.

Proposed by Chris Johnson
Seconded by Les Palliser and

RESOLVED: To accept the amended Overtime Policy as final draft to be put to the Council.

(Voting: For 3, Against 0, Abstentions 0)

15. **SICKNESS ABSENCE POLICY**

A draft of the Sickness Absence Policy for the HTC was circulated for review.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To defer the review of the Sickness Absence Policy to another meeting.

(Voting: For 3, Against 0, Abstentions 0)

16. **STRESS MANAGEMENT AND GUIDANCE POLICY**

A draft of the Stress Management and Guidance Policy for the HTC was circulated for review.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To defer the review of the Stress Management and Guidance Policy to another meeting.

(Voting: For 3, Against 0, Abstentions 0)

17. **TOIL (TIME OF IN LIEU) POLICY**

A draft of the TOIL (Time of in Lieu) Policy for the HTC was circulated for review.

Proposed by Les Palliser
Seconded by Peter Roy and

RESOLVED: To defer the review of the TOIL (Time of in Lieu) Policy to another meeting.

(Voting: For 3, Against 0, Abstentions 0)

18. **ADDITIONAL POLICIES**

It was agreed to defer the selection of additional policies until the current selection has been reviewed and agreed.

19. **REVIEW OF APPOINTMENTS AND RECRUITMENT**

Deferred to a future meeting.

20. **NEXT MEETING DATE**

27 October 2021 – 6pm