

Hawkinge Town Council

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Town Mayor: Councillor Philip Martin



Minutes of the Personnel Committee held on Wednesday 3 May 2022

Present: Councillors Chris Johnson (Chairman), Philip Martin, Les Palliser and Dick Pascoe, Peter Roy, Nabin Siwa

31. **APOLOGIES FOR ABSENSE**

No apologies for absence.

32. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

33. **MINUTES**

The minutes of the meeting held on 2 March 2022 were approved as a correct record and signed by Chairman.

Proposed by Councillor Les Palliser
Seconded by Councillor Dick Pascoe

(Voting: For 5, Against 0, Abstentions 0)

NOTE: Councillor Peter Roy joined the meeting

34. **ALCOHOL AND DRUGS MISUSE POLICY**

A draft of the Alcohol and Drugs Misuse policy for the HTC was circulated before the meeting.

Proposed by Councillor Les Palliser
Seconded by Councillor Philip Martin

RESOLVED TO:

Accept the amended Alcohol and Drugs Misuse Policy as a final draft to be put to the Council.

(Voting: For 6, Against 0, Abstentions 0)

35. **DIGNITY AT WORK – BULLING AND HARRASSMENT STATEMENT** A draft of the Dignity at Work – Bulling and Harassment statement for the HTC was circulated before the meeting.

Proposed by Councillor Peter Roy
Seconded by Councillor Dick Pascoe

RESOLVED TO:

Accept the amended Dignity at Work – Bulling and Harassment Statement as a final draft to be put to the Council.

(Voting: For 6, Against 0, Abstentions 0)

36. **DISCLOSURE AND DISCLOSURE INFORMATION POLICY**

A draft of the Disclosure and Disclosure information policy for the HTC was circulated before the meeting.

Proposed by Councillor Nabin Siwa
Seconded by Councillor Dick Pascoe

RESOLVED TO:

Accept the amended Disclosure and Disclosure Information Policy as a final draft to be put to the Council.

(Voting: For 6, Against 0, Abstentions 0)

37. **EQUAL OPPORTUNITIES**

A draft of the Equal Opportunities policy for the HTC was circulated before the meeting.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Nabin Siwa

RESOLVED TO:

Accept the amended Equal Opportunities as a final draft to be put to the Council.

(Voting: For 6, Against 0, Abstentions 0)

38. **MEDIATION POLICY**

A draft of the Mediation policy for the HTC was circulated before the meeting.

Proposed by Councillor Les Palliser
Seconded by Councillor Philip Martin

RESOLVED TO:

Accept the amended Mediation Policy as a final draft to be put to the Council.

(Voting: For 6, Against 0, Abstentions 0)

39. **EXCLUSION OF THE PUBLIC**

Proposed by Councillor Philip Martin
Seconded by Councillor Peter Roy

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 6, Against 0, Abstentions 0)

40. **RECRUITMENT**

To discuss the interview and appointment of an Administration Assistant.

Proposed by Councillor Chris Johnson
Seconded by Councillor Dick Pascoe

RESOLVED TO:

1. **Appoint the current temporary assistant to the role of Administration Assistant as set out in the job description. A formal letter and contract to be sent following the meeting.**
2. **Start date 9 May 2022.**
3. **Pay Recruitment Solutions the transfer fee of £650.**

(Voting: For 6, Against 0, Abstentions 0)