



## **Minutes of the Personnel Committee of the Council**

### **Held Via Zoom**

**On Friday, 18<sup>th</sup> February 2022 at 11.00am**

**Meeting started at 11.14 am**

#### **174. Members Present**

G. Moore, Presiding.

Councillors: D. Jones, S. Thomas.

#### **Also In Attendance**

Councillor: C. Petrie.

#### **Apologies for absence** (*Agenda item No 1*)

Cllr. L. Preece

#### **175. Previous Minutes** (*Agenda item No 2*)

All members affirmed the minutes of the previous meeting:

Personnel Committee Meeting held on 17<sup>th</sup> February 2022.

#### **176. Staff Grievance** (*Agenda item No 3*)

Members discussed the grievance and evidence presented.

All members agreed there was no wrongdoing on the part of the Clerk.

All members agreed to send a letter to both Cllr. S. Jordan and the Clerk thanking them for bringing the matter to our attention and providing supporting information, while outlining the findings of the Committee as well as suggesting an approach for preventing a reoccurrence of the situation.

All members agreed to recommend the Chair make an announcement at the next Ordinary Meeting about meeting procedures and conduct specifically referencing the Code of Conduct and Standing Orders.

All members agreed to recommend that a standard item be added to the agenda for all meetings going forward, just before the Chairs Announcements, explaining online meeting conduct, including the use of Mute and the Raise Hand features and to specifically ask all present if they know how to use these features, mention was also made of the Participants feature that can assist the person presiding.

All members agreed it would be beneficial to offer some informal training to all members on how these functions work.

**The meeting was closed at 12.30 pm**

A handwritten signature in black ink, appearing to be 'JR' followed by a horizontal line.

Signed.....

Dated

08/03/2022