There is to be an Ordinary Meeting of the

Personnel And Development Committee

on Thursday, 07 September 2023 starting at 6.30,

being held at the United Reformed Church.

You are hereby summoned to attend.

The agenda is as follows:

|  |  |
| --- | --- |
|  | To note those, present, record any apologies and those not present. Members who cannot attend a meeting shall tender their apologies to the Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for the member’s absence shall be accepted. |
|  | To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI’s) or a Voluntary interest relating to items on the agenda. A member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part unless a relevant Dispensation has been granted. A member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote. Councillors may also declare a voluntary Interest if they are unsure of their position. Inclusion and voting will be decided at the time or the declaration. |
|  | To consider and adopt the Minutes of the Ordinary Meeting held on 29 June 2023 |
|  | Public Open Session for members of the public who may make representations, ask and answer questions and give evidence regarding items on the agenda or to suggest issues for discussion at a future meeting. (This item will last no more than 15 minutes). |
|  | **Employment policies and procedures:** To **review** the Council’s employment policies and procedures. |
|  | **Skills Audit:** To **note** an oral update and **agree** next steps. |
|  | **Councillor Training:** Committee to   1. to **review** training booked since May 2023 elections and future needs 2. **note** current availability for 2023/24 and process to advise Councillors. |
|  | **Staff Training:** Committee to  1) to **note** current training being undertaken and completion date  2) **review** staff training requirements and plans for current and future years  3) **note** conference and course availability for 2023/24. |
|  | **Local Council Award Scheme (LCAS):**  Committee to **review** progress towards Foundation Award and plan for submission. |
|  | **Non-Councillor appointments:** Committee to **note** the adopted policy on Appointment of Non-Councillors and **consider** application to P&D membership. |
|  | **Volunteer P**olicy **and Procedure:** Committee to **conside**r a draft policy and make recommendations |
|  | **Safeguarding Policy:** Committee to **conside**r creation of a Safeguarding Policy. |
|  | **Council Health and Safety Policy Statement: Committee** to **conside**r an update of our current policy v1.00 agreed previously P&D February 2021. |
|  | **Management information:** Committee to **note** staff time recording by major headings. |
|  | **Annual Appraisals:** Committee to **note** appraisal arrangements for 2022-23. |
|  | **Salaries 2023/24 and 2024/25:** Committee to **note** SLCC position on salaries. |
|  | **Standing Items – Staff Matters**  **I.** To **receive** an oral report summary of staff hours recorded for last reporting period  II.To **receive** staff holiday requests  III. To **receive** other staff items requiring approval |
|  | Annual Plan and Budget: Committee to consider the Annual Plan and Budget and to make recommendation to the Finance and General Policies Committee. |
|  | **Items for inclusion on the forthcoming agenda/s.** |
|  | Date of next meeting. |
|  | To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972. |
|  | Close of meeting. |
|  | Signed  **Deborah Prior**  Clerk |

**If you would like to see any of the documentation produced for this meeting, please email the** [**clerk@kenningtoncc.gov.uk**](mailto:clerk@kenningtoncc.gov.uk)