

# St Helens Parish Council



Personnel Panel meeting, 11 December 2017, 8.30pm at St Helens Community Centre

Present: Councillors: J Coleman, V Duckett, C Hind, J Robertson, K Tutton.

Clerk: P Baxter;

Public: None.

## Minutes

Action

### PP001/17/18 Election of Chairman-

Cllr Robertson proposed, seconded Cllr Duckett, that he be Chairman for the remainder of the municipal year.

**Resolved** – Unanimous. Cllr Robertson signed the Declaration of Acceptance of Office.

### PP002/17/18 Election of Vice Chairman-

Cllr Hind proposed, seconded Cllr Duckett, that Cllr Coleman be Vice Chairman for the remainder of the municipal year.

**Resolved** – Unanimous. Cllr Coleman signed the Declaration of Acceptance of Office.

### PP003/17/18 Apologies-

There were none.

### PP004/17/18 Declarations of interests and requests for dispensation-

There were none.

### PP005/17/18 Terms of Reference-

The Terms of Reference provided by the full Council were **agreed**.

**PP006/17/18 EXCLUSION OF PUBLIC AND PRESS-** Cllr Robertson proposed, seconded Cllr Hind, that in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the following item, having due regard to the confidential nature of the business to be transacted.

**Resolved** – Unanimous.

### PP007/17/18 Staffing matters-

- a) Confidential matters related to the Clerk's resignation and the management of the vacancy arising were discussed and **agreed**;
- b) Alterations to the Dignity at Work Policy were **agreed** for recommendation to the full Council at a future meeting;
- c) A Sub Committee to manage the applications sift and candidate interview/selection process was formed, to make its recommendations to the Personnel Panel in due course. Cllrs Robertson, Coleman and Duckett were appointed.

Meeting closed 9.40pm

Signed ..... (Chairman) 19 January 2018