

**INGLEBY BARWICK TOWN COUNCIL
MINUTES OF THE PERSONNEL COMMITTEE
HELD AT 6.00PM THURSDAY 17TH JUNE 2021**

Present: Cllr J Irwin (Chairman), M Fryer, M Patterson, J Rutland and S A Watson.

In Attendance: J McGeeney, Town Clerk.

1. **Apologies for absence:** None
2. **Declarations of Interest:** None
3. **Update of the following Council Policies:** Amendments were made to the following policies and AGREED to be referred to the Policy Committee for approval prior to consideration by full Council. PROPOSED by Cllr Watson and SECONDED by Cllr Rutland.
 - Persistent and Vexatious Complaints
 - Protocol between Councillors and Council
 - Complaints Procedure
 - Grievance Procedure
4. **Holiday Entitlement/holiday cards for Town Council Staff:** The Chairman produced a suggested template for a holiday card for use by Town Council staff. AGREED to adopt.
5. **Town Clerk – Provision of Works Mobile Phone:** The Town Clerk currently uses her personal mobile phone to conduct Council business. It was felt that under GDPR regulations the Council should purchase a phone for this purpose. This to be referred to the Finance Committee to discuss specification.
6. **Town Clerk – Contract:** Following the addition of duties to the Town Clerk there was a need for revision to the Town Clerk's Job Description and Contract. Cllr Watson offered to undertake this task with the Town Clerk having previously undertaken the Town Clerk's Appraisal. Once completed this would be referred back to the Personnel Committee.

The meeting closed at 6.30pm