

**Minutes of Oakington & Westwick Parish Council Personnel Committee Meeting  
held at Oakington Sports Pavilion, Queens Way, Oakington  
Tuesday 21 June 2022 at 6pm**

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs T Starling, J Grove, J Bailey. Clerk: L Lawrence. Absent: Cllr M Davidson, Cllr R Pinter.	
22-23 P1	<b>TO ELECT A CHAIR OF THE PERSONNEL COMMITTEE FOR 2022-23</b>  Cllr T Starling proposed as Chair by Cllr Grove. Seconded by Cllr Bailey. RESOLVED unanimously.	
22-23 P2	<b>APOLOGIES FOR ABSENCE</b>  None received.	
22-23 P3	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b>  None declared.	
22-23 P4	<b>TO ELECT TWO MEMBERS TO UNDERTAKE THE CLERK'S ANNUAL APPRAISAL AND TO SET A DATE</b>  Cllr Grove and Cllr Bailey proposed by Chair. Seconded by Cllr Grove. RESOLVED unanimously. Date to be arranged for August 2022. (daytime)	
22-23 P5	<b>TO REVIEW THE FOLLOWING POLICIES</b>  It was agreed to share out policies for review. Draft policies to be brought to the next meeting for approval. Equality & Diversity – Clerk Health & Safety – Cllr Grove Disciplinary – Chair Grievance – Chair	
22-23 P6	<b>TO ADOPT THE FOLLOWING POLICIES</b>  It was agreed to share out policies to be adopted. Draft policies to be brought the next meeting for approval. Lone Working – Clerk Dignity at Work/Bullying & Harassment – Cllr Bailey Volunteer - Clerk	
22-23 P7	<b>DATE OF NEXT PERSONNEL COMMITTEE MEETING</b>  To be arranged after completion of Clerk's appraisal.	
	<b>The meeting was declared closed at 6.25pm.</b>	