



- Training budget to include training for new members as there was an election planned for 2021;
- Recruitment budget to include induction budget of £2,000 - £3,000;
- If approved, HR support for the Council

**PER20/15**      **HR Support**

The Clerk had received a notice from three Committee members to rescind the decision in relation to the HR support (minute reference PER20/6) as three quotations should be considered in order to comply with the Council's Financial Regulations. The Committee considered three blind quotations for HR support to protect the vulnerabilities and ensure compliance associated with employment law and staffing matters. It was felt that sourcing a contract for HR support would act as insurance for the Council and help to mitigate to any risks that may arise. Members also felt that this option would be a preventative measure as the Council could ensure that it acts within employment law to prevent any problems arising.

**RESOLVED** that the Committee recommend to the Full Council a 5 year support option from Ellis Witham at a total cost of £9,285 ex VAT equating to £1,857 ex VAT per year.

**PER20/16**      **Staff matters**

Members confirmed the decision taken by the Personnel Sub Committee that the Council close between Christmas and New Year. Members expressed their gratitude to the staff for their hard work and dedication during the unusual circumstances faced this year. Consideration was given to annual leave requirements during the closure.

**RESOLVED** that

- the Committee agree with the closure of the Council during Christmas and New Year (29<sup>th</sup> – 31<sup>st</sup> December 2020);
- in recognition of the loyalty and hard work of the staff, each staff member be given 1 extra day holiday to be taken on 24<sup>th</sup> December 2020. This allowance would be reviewed annually.

**PER20/17**      **Personnel Sub Committee**

The minutes from the Sub Committee meeting held on 12<sup>th</sup> October 2020 were received and noted.

**PER20/18**      **Items for next agenda**

To consider items to be referred to the Ellis Witham for consideration.

**PER20/19**      **Date of future meeting**

The next meeting of the Personnel Committee will be held on 8<sup>th</sup> February 2021.

The meeting closed at 7.46pm

**Signed:**  
**Chairman**

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**Date:**

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