

Minutes



Westbourne

Parish Council

PO Box 143
Emsworth
PO10 9DX

07775654483

clerk@westbourne-pc.gov.uk

Minutes of Westbourne Parish Council's HR Committee which took place on Thursday 19 January 2023 at 7.30pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Kim Franks, Cllr Jane Gould, Cllr Richard Hitchcock and Cllr Nigel Ricketts.

In attendance: Clare Kennett, Clerk to the Parish Council

The meeting was chaired by Cllr Gould. No members of the public were present.

1. Election of the Chairman: Cllr Gould was proposed by Cllr Franks and seconded by Cllr Hitchcock. A vote was carried out and all were in favour. Cllr Gould was **ELECTED** as Chairman.

2. Apologies for absence: There were no apologies.

3. Election of the Vice-Chairman: Cllr Hitchcock was proposed by Cllr Ricketts and seconded by Cllr Gould. A vote was carried out and all were in favour. Cllr Hitchcock was **ELECTED** as Vice-Chairman.

4. Declarations of interest in the items on the agenda: There were no declarations of interest.

5. Minutes of the meeting on held on 7 March 2022: Members **AGREED** to **APPROVE** the minutes as a true record and they were signed as such by the Chairman.

6. Issues and updates from the minutes of 7 March 2022:

Item 4.5: It was **NOTED** that the Clerk's job description and employment contract had not yet been updated. The Clerk said she would do this and circulate it to members for comment.

In accordance with the Local Government Act 1972 Schedule 12, the Council may decide by resolution to exclude the press and public from any part of the meeting under a Section Two item.

Section Two

7. Personal and Professional Development Review (PPDR): Members **RECEIVED** the completed interim PPDR which took place on Thursday 4 October 2022 with no further comments. Members identified four new targets for the Clerk to undertake in 2023 and **AGREED to RECOMMEND** them to Full Council for consideration at its next meeting on 9 February 2023.

8. Civility and Respect Project: Members considered the pledge and **AGREED to RECOMMEND** that Full Council signs up to it (more details at

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<https://www.nalc.gov.uk/our-work/civility-and-respect-project#take-the-pledge>). In brief, the Council would pledge to:

- Treat other councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles
- Commit to training councillors and staff
- Sign up to the code of conduct for councillors
- Have good governance arrangements in place
- Commit to seeking professional help at early stages should civility and respect issues arise
- Call out bullying and harassment if and when it happens
- Continue to learn from best practice in the sector and aspire to being a role model/champion council
- Support the continued lobbying for the change in legislation to support the civility and respect pledge including sanctions for elected members where appropriate

9. Announcements and items for the next agenda: There were no announcements.

10. Date of next meeting: It was **AGREED** to hold the next meeting on 21 September 2023.

Meeting closed at 8.40pm.