

## Minutes of the Personnel Committee Meeting

On 26<sup>th</sup> January 2021

10:00am via Zoom

(Due to the COVID-19 pandemic it was not possible for Council to meet in person)

**Present:** Cllrs Denis Healy (Chair), Duncan Jack (Vice Chair), Peter Astell and Linda Johnson.

**In Attendance:** Matthew Snowden (Deputy Town Clerk)

**39/20 To receive apologies for absence**

All members were present.

**40/20 Declarations of Interest and Dispensations**

- (a) **To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.**

No declarations were received.

- (b) **To note dispensations given to any member of the council in respect of the agenda items listed below.**

No dispensations were given.

**41/20 To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to the employment of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).**

**Motion:** that the public be excluded from the meeting on the grounds that confidential information in relation to the engagement of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)

**Proposed:** Councillor D. Jack

**Seconded:** Councillor D. Healy

**Resolved:** *That the public be excluded from the meeting on the grounds that confidential information in relation to the engagement of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)*

**42/20 To note the minutes of the Personnel Committee Meeting on 27<sup>th</sup> October 2020 (approved at Full Council at Full Council on 30<sup>th</sup> November 2020).**

**Resolved:** *That the minutes of the Personnel Committee Meeting on 27<sup>th</sup> October 2020 be noted.*

42/20 Staffing Matters

- (a) **Homeworking Expenses:** To consider a request from officers for the Town Council to provide homeworking expenses (visit the following link for Government advice regarding process, eligibility and entitlements: <https://www.gov.uk/expenses-and-benefits-homeworking>).

**Proposal:** That from February 2021, this Council pays each Officer £26 per month to cover utility expenses accrued due to homeworking and to which they are entitled under the Government's Expenses and Benefits Homeworking rules. Also, in line with Government guidance, a one off payment of £260 will be made to each Officer as backdated payment of this from 5<sup>th</sup> April 2020 (April 2020 to January 2021 at £26 per month x 10 months = £260 x 4 officers = total of £1,040). The finances for this will be taken from the Staff Contingency budget line.

**Proposed:** Cllr P. Astell      **Seconded:** Cllr D. Healy

**Resolved:** *That the proposal be approved.*

(b) **To Consider any other staffing matters**

**Proposed:**

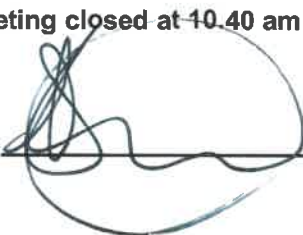
- i. That thanks to be recorded to all Officers for their hard work and dedication to the Town Council, especially during the ongoing Covid-19 lockdown and other difficult circumstances.
- ii. That the Deputy Town Clerk seeks quotes and purchase a higher specification computer to enhance the running of remote meetings.
- iii. That works mobile phones be purchased for the Deputy Town Clerk and Administration Officers, and which will only be used and switched on during work hours.
- iv. That the Deputy Clerk prepares documents and processes for Staff Personnel Reviews, which will help to identify Continued Professional Development (CPD) opportunities and work positively towards the Town Councils commitment to staff wellbeing. This issue will be discussed further at the next meeting of the Personnel Committee.

**Proposed:** Cllr P. Astell      **Seconded:** Cllr D. Healy

**Resolved:** *That the proposals be approved.*

The Meeting closed at 10.40 am

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

22/2/21