

Minutes of the Personnel Committee Meeting

On 24th February 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), and Linda Johnson.

In Attendance: Matthew Snowden (Deputy Town Clerk)

43/20 To receive apologies for absence

Apologies were received from Cllr Peter Astell

44/20 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.

45/20 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. Healy

Seconded: Councillor D. Jack

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)

46/20 To note the minutes of the Personnel Committee Meeting on 26th January 2021 (approved at Full Council at Full Council on 22nd February 2021).

Resolved: That the minutes of the Personnel Committee Meeting on 26th January 2021 be noted.



47/20 To consider the following personnel issues/staffing matters.

(a) Contract for Town Maintenance

Proposal: That the Personnel Committee sanctions an external contract with J. B. Rural to carry out town maintenance work, rather than directly employing a Town Maintenance Operative, and that the contract will be passed to the Planning, Property and Services Committee for final approval, to ensure all the maintenance and operational requirements of the Town Council are entailed within it.

Proposed: Cllr D. Healy

Seconded: Cllr L. Johnson

Resolved: *That the proposal be approved.*

(b) Renewal of Admin Assistant's additional hours contract.

Proposed: That the Admin Assistant's additional contract for 7 hours a week be continued for a further 12 months and reviewed again in February 2022.

Proposed: Cllr D. Healy

Seconded: Cllr D. Jack

Resolved: *That the proposal be approved.*

(c) Consider Staff Appraisal process and forms.

Proposed: That the Staff Appraisal forms be approved and the Appraisal System be approved with the addition in step 1 that members of staff complete section 2 of the form before the Appraisal Review Meetings take place. The timescale will be the return of the forms with section 2 completed by Monday 22nd March (emailed to the Clerk – or Deputy Clerk in the Clerk's absence – and Chair of Personnel), with the Appraisal Meetings taking place on Thursday 25th February. The draft forms will be considered Personnel Committee on Tuesday 30th March, with any changes subsequently made in consultation with members of staff. Final completed forms will be signed off at the Personnel Committee meeting on Tuesday 27th April 2021.

Proposed: Cllr D. Healy

Seconded: Cllr L. Johnson

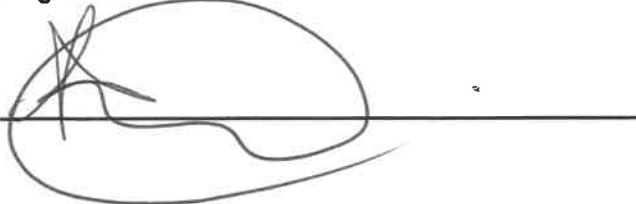
Resolved: *That the proposal be approved.*

(d) Any other issues relating to staffing.

The Committee discussed how issues experienced over the past year, the continued lockdown and absence of a key members of staff, had impacted the work of the Town Council, but that members of staff had stepped up and had enabled the Town Council to continue with its aims and objectives. Councillors thanked staff for their continued hard work and dedication during these still difficult times and expressed their support to all members of the team.

The Meeting closed at 11.40 am

Signed:



Date:

12/4/21