

## Minutes of the Personnel Committee Meeting

On 27<sup>th</sup> April 2021

11:00am via Zoom

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

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

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

**53/20 To receive apologies for absence**

No apologies were received

**54/20 Declarations of Interest and Dispensations**

**54.1: 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.

**54.2: To note dispensations given to any member of the council in respect of the agenda items listed below.**

No dispensations were given.

**55/20 To note the minutes of the Personnel Committee Meeting on 30<sup>th</sup> March 2021** (previously approved and signed at Full Council on 12<sup>th</sup> April 2021).

**Proposal:** To note the minutes of Personnel Committee Meeting on 30<sup>th</sup> March 2021.

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

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

**56/20 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:** Cllr D. Healy                      **Seconded:** Cllr L. Johnson

**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)*

**57/20 Internal Audit Recommendations Resolutions Action Plan**

To consider the aspects of the Internal Audit Recommendations Resolutions Action Plan, which fall under the auspices of the Personnel Committee.

**Proposal:** Regarding the Audit recommendation that the Town Council considers obtaining a professional HR fixed fee service which may achieve best value for money, the Personnel Committee resolves that the Deputy Town Clerk will seek quotes from companies who provide fixed fee HR services and to consider this further at the next meeting. In addition, the Audit recommendation to review TOIL/overtime practices be considered at the next meeting as part of the review of related policies

**Proposed:** Cllr D. Jack                      **Seconded:** Cllr D. Healy

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

**58/20 Staff Appraisals**

**58.1: To consider revisions to the job descriptions and any related changes to the roles and duties of the Administration Assistants.**

**Proposal:** That the revised job descriptions be approved, with the removal of specific duties relating to events and addition of "to undertake any other tasks or duties commensurate with the post" to each document, and that they be sent to ERNLLCA for advice regarding appropriate pay scales.

**Proposed:** Cllr D. Healy                      **Seconded:** Cllr L. Johnson

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

**58.2: To consider temporarily raising the Deputy Town Clerk to Acting Town Clerk.**

**Proposed:** In the absence of the Town Clerk, the Deputy Town Clerk be raised to Acting Town Clerk until further notice and that ERNLLCA be asked to provide advice regarding an appropriate pay scale, and that this be backdated to 1<sup>st</sup> January 2021.

**Proposed:** Cllr D. Healy                      **Seconded:** Cllr L. Johnson

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

**Cllr L. Johnson left the meeting at 11:45am due to another appointment.**

**58.3: To consider any other matters arising from the Staff Appraisals.**

There were no other matters to consider.

**59/20 Requests from the Deputy Town Clerk**

**59.1: To consider subscribing the Deputy Town Clerk as a member of the Society of Local Council Clerks.**

**Proposal:** That the Town Council will pay for the Deputy Town Clerk to become a member of the Society of Local Council Clerks (£208 plus £15 joining fee).

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

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



**59.2: To consider purchasing a copy of Arnold-Baker on Local Council Administration Twelfth Edition.**

**Proposal:** That the Town Council delegates the Deputy Town Clerk to purchase a copy of Arnold-Baker on Local Council Administration Twelfth Edition from the Society of Local Council Clerks (SLCC) once he has become a member (RRP £147, reduced to £119 for SLCC members).

**Proposed:** Cllr P. Astell

**Seconded:** Cllr D. Jack

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

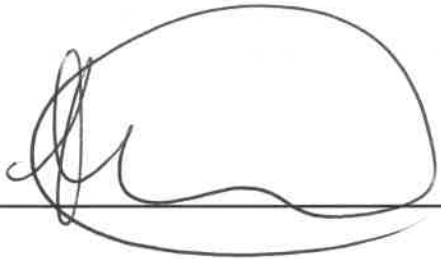
**60/20: Staff Wellbeing**

**To consider matters relating to Staff Wellbeing (Deputy Town Clerk to report).**

Although there were no direct matters regarding Staff Wellbeing to resolve at this time, members of the committee thanked all members of staff for their continued hard work, efficiency and dedication during continued difficult times.

**The meeting ended at 12:00pm**

**Signed:**



A handwritten signature in black ink, consisting of a large, stylized 'A' followed by a wavy line, positioned above a horizontal line.

**Date:**

04 / 05 / 21

