

Personnel Committee

27th May 2021

6:30pm via Zoom

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

Delegation of Duties: From May 2020 to 6th May 2021, the Emergency Coronavirus Act allowed Councils to meet and make resolutions via remotely technology. However, the Government decided to discontinue this from 6th May 2021 onwards. Therefore, on 12th April 2021, Full Council resolved to delegated all decisions to the Acting Town Clerk (other than those that by law cannot be delegated). It was also resolved to continue holding meetings, but due to being unable to make direct resolutions remotely, all decisions made by Councillors will be recommendations to advise the Acting Town Clerk in their decision making.

Present: Councillors D. Healy (Chair), P. Astell, D. Jack (Vice-chair), L. Johnson

In Attendance: Matthew Snowden (Acting Town Clerk)

1/21: Introduction

The Chair explained that the meeting was being live-streamed on You Tube via Zoom, detailed the meeting protocol in terms of using remote technology.

The Acting Town Clerk explained Delegation of Duties.

2/21: To Receive Apologies for Absence

No apologies were received.

3/21: Declarations:

3.1: 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.

There were no declarations of interest.

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

There were no dispensations.

4/21: To note the minutes of the Personnel Committee Meeting held on Tuesday 27th April 2021 (previously circulated, approved and signed at Mayor Marking/Annual Council Meeting on Tuesday 4th May 2021).

The minutes were noted.

5/21: 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

6/21: Staffing Matters:

6.1: To receive an update following the request from ERNLLCA for advice regarding revised pay scales and for the Committee to make recommendations to Full Council.

This item was moved to the end of the meeting (see minute number 9/21 below).

6.2: To consider matters relating to Staff Wellbeing (Acting Town Clerk to report if any).

Recommendation: *That the Acting Town Clerk re-circulates the project proposal form to all Councillors, explaining that it is to be used to put forward suggestions for projects, events, etc., to Full Council, so as to ensure staff will have capacity to carry out the related tasks, enable Councillors to have more information when decision making and enable more detailed information regarding allocation of funds as part of the audit process. In addition, if Councillors wish to meet with or speak to Officers, they should do so via agreed appointment times to ensure this does not interfere with other duties.*

6.3: To review current overtime agreements (Acting Town Clerk to report).

Recommendation: *That if required, any additional hours required for the Admin Officer and Finance Officer to complete their duties can be approved by the Acting Town Clerk. Regarding the Acting Town Clerk's hours, the Personnel Committee are satisfied to trust the Acting Clerk's judgement as to whether or not he requires to work any extra, but that this will be monitored on an on-going basis.*

6.4: To review Covid-19 issues relating to staff working from home (Acting Town Clerk to report) and related issues regarding remote meetings.

Recommendation: *That the Acting Town Clerk resumes working in the offices on a full-time basis and that he can approve the days regarding when the Admin Officer and Finance Officer work either at home or in the office, taking continued Covid-19 safeguards and staff wellbeing into consideration. In addition, the phone message will be changed to explain it will be answered between 10am to 1pm, Tuesday to Thursday, but that this may not always be possible due to continued remote working. The office itself will remain closed to the public as a Covid-19 precaution.*

7/21: Internal Audit

To consider how best to resolve matters raised as part of the Internal Audit in relation to staffing (Acting Town Clerk to report).

Recommendation: *That the following be recommended for approval at Full Council on Monday 7th June 2021: In accordance with the 2020/21 Year End Internal Audit report and to address a historic anomaly in the Personnel Committee minutes dated 6th February 2013 (minute number 217), this Council recognises that the Town Clerk's salary scale is Point 31, with additional scales to reflect services and qualifications, making the final pay scale Point 33, and that this has been the case since that meeting. An addendum will now be added to the Town Clerk's contract to confirm this.*

8/21: Personnel-related Policies

As recommended in the Internal Audit, to consider reviewing the following policies:

8.1: Annual Leave/Time Off Work Policy (see attached).

8.2: Toil and Overtime Policy (see attached).

Recommendation: *That the Acting Town Clerk reviews the documents and compares them to the latest NACL version, and reports back at the next meeting.*

9/21: To receive an update following the request from ERNLLCA for advice regarding revised pay scales and for the Committee to make recommendations to Full Council.

NOTE: The Acting Town Clerk stayed for the discussion regarding the Admin Officer and Finance Officer, but left the meeting when their own pay scale was considered.

That the following be recommended for approval at Full Council on Monday 7th June 2021:

Recommendation 1: *That following advice from ERNLLCA, the Admin Officer be placed on the revised basic pay scale of NJC Point 8, with additional points for successfully acquiring both the ILCA and CILCA qualification, resulting in a final actual pay scale of NJC Point 10, and that this be back dated to January 1st 2021.*

Recommendation 2: *That following advice from ERNLLCA, the Finance Officer be placed on the revised basic pay scale of NJC Point 8, with a point for successfully acquiring the ILCA and qualification, resulting in a final actual pay scale of NJC Point 9, and that this be back dated to January 1st 2021.*

Recommendation 3: *The Town Clerk's basic pay scale is NJC Point 31, with additional points for the successful acquisition of qualifications and time served, resulting in the Town Clerk's final pay scale currently being NJC Point 33. Following advice from ERNLLCA, the Acting Town Clerk should be paid the same basic scale point as the Town Clerk during their absence. Therefore, the Acting Town Clerk be placed on the revised basic pay scale of NJC Point 31 and that this be back dated to January 1st 2021.*

Recommendation 4: *That the finances for Recommendations 1, 2 and 3 be taken from a virement of £6,000 from the "rates" budget line as there is nothing to pay in 2021/22 due to a Covid-19 rebate and £7,717.85 taken from unallocated reserves.*

Recommendation 5: *That when the Town Clerk is able to return to work, a process of a phased return will take place with duties gradually being passed back to them from the Acting Town Clerk, and that the Acting Town Clerk's salary to be revised to reflect this (with advice from ERNLLCA).*

The meeting finished at 12:15pm.

Signed: _____



Date: _____

07/06/21

