

PERSONNEL COMMITTEE

Local Government Act 1972 section 101

Committee members:

Cllr Janney Committee Chairman

Cllr Harm Cllr Dent

Minutes of a meeting of the Personnel Committee of Epworth Town Council held on
Wednesday May 16th 2018 at 7pm

The following paragraph was taken as read.

*In view of the confidential nature of the business concerning members of staff or legal issues about to be transacted, it is advisable and in the public interest that the press and public be temporarily excluded and they are asked to withdraw under the terms of the Public Bodies (Admission to Meetings) Act 1960 and of Standing Orders. **THE COMMITTEE MAY RESOLVE to exclude members of the press and public for the following agenda:***

1. **To elect** a Committee Chairman for the new council year. Proposed by Cllr Harm seconded by Cllr Dent and **RESOLVED** Cllr Janney as Committee Chairman.
2. **To record** the names of members present. Cllr Janney Committee Chairman, Cllrs Dent & Harm. The clerk C Maguire was in attendance.
3. **To receive Declarations of Interest by any member of the Committee** in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. (*Localism Act 2011 Code of Conduct*). None declared.
4. **To note dispensations** given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*). None requested.

NOTE: the clerk left the meeting for this item.

5. **To discuss** the new NALC National salary award for 2018 and whether the town council is obliged to implement the new scales at this stage based upon its current contractual obligations to its 3 employees (item referred to Committee by Full Council in May 2018) for recommendation back to Full Council. **RESOLVED:** after discussion to recommend to full council the 2% increase as per NALC/SLCC salary scales for staff members.
6. **To discuss staffing issues with particular reference to job descriptions and contractual obligations.** Discussing staff contracts it was noted that there were anomalies (example given was the provision for holiday hours was inconsistent and the leave year ran from Jan – December in one contract yet was recorded as March – April in another). All present acknowledged the potential legal difficulties in making changes to the existing contracts but agreed that the terms and conditions should be standardised when the opportunity arose. In the meantime the entitlement to paid holiday in the contracts would be clarified as follows- Cleaner 8 hours (pro rate) and Groundsman 72 hours (pro rata) Amended wording discussed and agreed. Also noted that if any aspects of contracts are to be changed then notice must be given of the proposed changes. Also discussed position in relation to insurance of groundsmans vehicle for business purposes. Agreed could look at paying additional cost but longer term solution is required. Resolved that Cemetery Committee to be asked to discuss proposed safe storage of Groundsman's tools and electrical items etc.

7. **To discuss** duties of the clerk in relation to the RFO (responsible financial officer) as an additional staff member. Succession Planning discussed. Business case would need to be drawn up to be put to full council to designate “responsible financial officer” to a new member of staff. Would require additional equipment eg computer and creation of additional work station. Finance Committee to be involved in cost exercise as additional hours and capital outlay for equipment and training is likely. **RESOLVED:** Recommendation to full council. Job description of RFO required from clerk.

NOTE: the clerk left the meeting for this item.

8. **To receive** and approve the clerks appraisal. Cllr Mitchell joined the meeting at this stage to present his findings, having conducted the clerk’s appraisal at an earlier stage. After considerable discussion **RESOLVED** that the clerk’s appraisal (with minor alterations) was approved by the Personnel Committee AND that periodical reviews of the clerks performance throughout the 12 months following the annual appraisal at quarterly intervals be introduced.

9. **To record** the closure of the meeting at 8.30pm.

cm.18.05.18