

MINUTES OF THE VIRTUAL MEETING OF THE PERSONNEL COMMITTEE, HELD ON WEDNESDAY, 31 MAY 2023.

PRESENT: Chairman, Councillor A B Gregory, Councillors R McKeown, A Roberts, K Shallcross and T Brown, Town Clerk.

NB: Councillor V Gay, and R Lloyd, were also in attendance although not members of the Committee.

18 . APOLOGIES

Apologies were received from Councillor J Shallcross.

19 . CODE OF CONDUCT – DECLARATION OF INTEREST

There were no declarations of interest made.

20. MINUTES

RESOLVED: That

the Minutes of the meeting held on Wednesday, 22 February 2023 be confirmed as a correct record and signed by the Chairman.

21. MEMBERSHIP AND TERMS OF REFERENCE

Five members including two ex-officio members appointed.

Councillors R McKeown, A Roberts, J Shallcross. Ex-officio members K Shallcross and B Gregory

Terms of Reference

- To establish and keep under review the staffing structure of the Town Council and to make recommendations for any changes to the Town Council.
- To draft, implement and review, monitor and revise policies for staff.
- To establish and review salary pay scales and to be responsible for their administration and review.
- **To oversee the recruitment and appointment of staff.**
- **To arrange the execution of new employment contracts and changes to contracts.**
- **To establish and review performance management (including annual appraisals) and staff training programmes.**
- **To oversee any process leading to dismissal of staff (including redundancy).**
- **To keep under review working conditions and health and safety matters.**
- **To monitor and address regular or sustained staff absence.**
- To make recommendations on staffing related expenditure to the Town Council.

- **To consider any appeal against a decision in relation to pay.**
- **To consider a grievance or disciplinary matter (but not appeal stages which will be dealt with by the Appeals Committee).**
- **To supervise and performance manage the Clerk's work, to administer leave requests, record and manage absences and handle grievance and disciplinary matters and pay disputes.**

It is suggested that those items emboldened might usefully be delegated to the Committee without a requirement to gain specific approval.

RESOLVED: That

(1) the membership of the Committee be noted.

(2) the Terms of Reference of the Committee be agreed.

22. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That

a resolution be passed to exclude the press and public from the meeting due to the confidential nature of the business under discussion the disclosure of which would be prejudicial to the public interest under the Public Bodies (Admission to Meetings) Act 1960.

23. STAFFING MATTERS

The Clerk reported to members on the matters of business to be considered.

Members considered the Employee handbook, the document sets out the Town Clerks responsibilities as an employee, along with any other organisational policies and by the terms and conditions in the Town Clerks contract of employment.

The Clerk reported on the outcome and the positive feedback that had been received on the Coronation event. The Chairman thanks everyone involved for their hard work and time given to the Coronation event.

RESOLVED: That

(1) the Employee handbook be approved.

(2) the overtime for the Coronation event be approved.

Signed by the Chairman

Date.....