

Elloughton cum Brough Town Council

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Minutes of the **Personnel Committee** meeting held on **16 October 2018** in the **Committee Room** at the Brough Community Centre.

Committee Members Present: Cllr Brogden, Cllr Davis, Cllr S. Duckles and Cllr K. Galbraith.

Meeting Clerk: Tom Clay

Minutes

Number	Item
	<u>Procedural items</u>
P18.19	<p>Apologies The following apologies we received:</p> <ul style="list-style-type: none"> • Cllr Luckraft – Other commitments • Cllr Muzaffar - Illness <p>RESOLVED: Committee resolved to note the apologies and accept the reasons given for absence.</p>
P18.20	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
P18.21	<p>Minutes of the meeting held on 15 August 2018 Cllr Brogden proposed, seconded by Cllr K. Galbraith, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Committee resolved to approve the minutes as a true and accurate record.</p>
	<u>Business items</u>
P18.22	<p>Review of policy Cllr S. Duckles proposed, seconded by Cllr K. Galbraith, that the 'Staff and Office Handbook' be adopted which contains the following policies and procedures:</p> <ul style="list-style-type: none"> • Council Staff Structure • Equalities Policy • Bullying & Harassment Policy

P18.22.1	<ul style="list-style-type: none"> • Disciplinary & Grievance Policies • Sickness Policy • Leave Policy • Staff Appraisal Policy • Media, Social Media & Communications Policy • Training Policy • Health & Safety Policy • Complaints Policy • Councillor & Officer Protocol <p>It was further proposed that the documents be made available to members electronically, but that paper copies should be produced by the Town Clerk on request.</p> <p>RESOLVED: Committee resolved to adopt the ‘Staff and Office Handbook’ and the Town Clerk was instructed to make the policies available to members as described above.</p>
P18.23	<p>Budget for the 2019-20 financial year</p> <p>Cllr S. Duckles proposed, seconded by Cllr Davis, that the proposed budget for the 2019-20 financial year be recommended to the Finance & Strategic Planning committee as part of the budget setting process.</p> <p>RESOLVED: Committee resolved that the proposed budget for the 2019-20 financial year be recommended to the Finance & Strategic Planning committee.</p>
P18.24	<p><u>Exclusion of the press and public</u></p> <p>Cllr S. Duckles proposed, seconded by Cllr Brogden, that the Committee resolve to exclude the press and public from the meeting during consideration of the next items in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p> <p>The next two items on the agenda can be treated as confidential as they refer to confidential staffing issues, such as, terms of service, contractual arrangements and engagement of staff.</p> <p>RESOLVED: Committee resolved to exclude the press and public from the meeting during consideration of the next two items in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p>
P18.25	<p>Staffing arrangement review</p> <p>Cllr S. Duckles proposed, seconded by Cllr K. Galbraith, that the Committee accept in broad terms the proposal at option 1 of this report, that the Town Council should have four members of staff:</p> <ul style="list-style-type: none"> • Town Clerk - Full Time • Deputy Town Clerk – Part Time • Administrative Assistant –Part Time

- Environmental Assistant - Part Time

It was also proposed that the Administrative Assistant position remain temporary, that hours be increased to 20 per week, that the current contract be extended until 31 March 2019 and that the option of undertaking a recruitment exercise will be considered at the next meeting of the Committee.

It was further proposed that the Committee accept the recommendations made by the Town Clerk at paragraph 9.1 of the report and that the actions be carried out when practicable and appropriate. The recommendations are as follows:

1. Review job descriptions on a more regular basis and at least once every four years.
2. Consider issuing a contract for the 'Environmental Assistant' position setting out the working arrangements and establishing a short salary range in line with the NJC pay scales.
3. Staff to focus on ensuring that a basic infrastructure is in place.
4. Establish an annual action plan setting out the focus for the Town Council in the municipal year.
5. Staff to review and update filing systems, document retention procedures and the Assest Register. An inventory is to be created.
6. Staff to review the system of 'land checks' with a view to ensuring that they are adequate and that the results are considered in more detail.
7. Review all staff job descriptions and considering issuing new documents – see appendix 4.
8. Create more of a focus on training of staff and members, specifically consider creating a budget line for training in next year's budget.
9. Ensure that staff have personal development plans which are reviewed at the same time as the appraisal stakes place on an annual basis.
10. Consider issues relating to the lack of hours to undertake basic administrative functions in the office.
11. Regardless of the decision taken consider the impact on future budgets.
12. Council to consider adoption of a scheme of delegation.
13. Staff to focus on improving the quality and frequency of financial information reported to committees.
14. Monitor the work of the committees and in particular that relating to the Environmental Committee.
15. Staff to create a more uniform set of agendas and minutes ensuring that whenever possible information reaches committees in advance of meeting.
16. Over the medium-term consider updating the website.
17. Ensure that terms of reference, which set out clearly the powers delegated to each committee, are reviewed and kept up to date.
18. Undertake a review of policies and procedures and ensure that those adopted by the Council appear on the website.

	<p>19. Consider the creation of a 'welcome to' pack for new residential housing in the area.</p> <p>20. Consider steps for increasing the formal interaction between the Town Council and businesses in the Town Council's area.</p> <p>21. Consider the options open to the Town Council for offices and the impact that might have on staffing.</p> <p>22. Consider the potential needs for services and the staff training and levels required to support any new services provided by the Town Council.</p>
P18.25.1	RESOLVED: Committee resolved to approve the proposal outlined above.
P18.25.2	The Town Clerk was instructed to draw up a new temporary contract for the Administrative Assistant position for approval and signing by the Committee Chairman.
P18.25.3	The Town Clerk was further instructed that the recommendations made at paragraph 9.1 should be undertaken where the Committee had the delegated powers and where the Committee does not have the powers a recommendation be made to the appropriate committee of the Council.
P18.26	<p>Staff appraisals Committee members received an update about staff appraisals and it was determined that there were no substantive matters arising.</p> <p>Committee noted that the Town Clerk had completed the 'Probationary Period' as outlined in the contract of employment and determined that there were no matters arising</p>
	<u>Next meeting</u>
P18.27	<p>Items for inclusion on the next meeting agenda Members made no requests for items to appear on the next Committee meeting agenda.</p>
P18.28	<p>Date and time of the next meeting Committee confirmed the date and time of the next meeting to be held on Tuesday 8 January 2019, 2pm, in the Committee Room at the Council Offices (60 Welton Road).</p>

Meeting started 5pm and closed 6:27pm

Document published on 19 October 2018

Signed:

Print Name:

Print Position:

Date:

