

Elloughton cum Brough Town Council

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Minutes of the **Personnel Committee** meeting held on **23 July 2018** in the **Committee Room**.

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

Meeting Clerk: Tom Clay

Minutes

Number	Item
	<u>Procedural items</u>
P18.1	<p>Appointment of a Committee Chairman Cllr Galbraith proposed that Cllr Luckraft be appointed Committee Chairman. There was no seconder for the proposal and it was therefore in line with Standing Orders not considered any further.</p> <p>Cllr Brogden proposed, seconded by Cllr Luckraft, that Cllr Duckles be appointed Committee Chairman.</p> <p>RESOLVED: Committee resolved that Cllr Duckles be appointed Committee Chairman for the 2018-19 municipal year.</p>
P18.2	<p>Appointment of a Committee Vice-Chairman Cllr Luckraft proposed, seconded by Cllr Muzaffar, that Cllr K. Galbraith be appointed Committee Vice-Chairman.</p> <p>RESOLVED: Committee resolved that Cllr K. Galbraith be appointed Committee Vice-Chairman for the 2018-19 municipal year.</p>
P18.3	<p>Apologies The following apologies were received:</p> <ul style="list-style-type: none"> • Cllr Davis – personal commitment <p>RESOLVED: Committee resolved to note the apologies and accept the reason(s) given for absence.</p>

P18.4	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
P18.5	<p>Minutes of the meeting held on 10 April 2018 Cllr S. Duckles proposed, seconded by Cllr Muzaffar, 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>
P18.6	<p>Payroll arrangements Cllr K. Brogden proposed, seconded by Cllr K. Galbraith, that the quote from Turpin Bookkeeping Service to undertake the processing of the monthly payroll for the Town Council be accepted.</p> <p>Furthermore, that the Clerk be instructed to establish an arrangement with Turpin Bookkeeping Service to provide monthly payroll for 4 employees, including auto-enrolment of pension submissions, for £30.00 per month plus VAT on the understanding that the Council will not be tied-in permanently.</p> <p>RESOLVED: Committee resolved to instruct the Clerk to establish an arrangement with Turpin Bookkeeping Service to provide payroll services for £30.00 per month plus VA, as described above.</p>
P18.7	<p>Office ICT equipment Cllr S. Duckles proposed, seconded by Cllr Brogden, that the Clerk be instructed to purchase a Desktop Esprimo D556/2 SFF (Intel i5, 8Gb Ram, 256GB SSD, Windows 10 Pro) from MNB computing at a cost of £565.30+VAT.</p> <p>Furthermore it was proposed that the Clerk liaise with MNB computing in relation to the office server and explore with them the options for improving the office's IT and network to report back at a future meeting.</p> <p>RESOLVED: Committee resolved that the Clerk be instructed to purchase a Desktop Esprimo D556/2 SFF at a cost of £565.30+VAT from MNB computing and carry out the work described above.</p>
P18.8	<p>Staff appraisals Cllr S. Duckles proposed, seconded by Cllr. K. Galbraith, that:</p> <ul style="list-style-type: none"> • The Chairman of the Personnel Committee carry out the Town Clerk's appraisal; • the Town Clerk carry out the appraisal for all other members of staff; • the appraisals would take place in September and that the issue would be considered again in late October or early November;

P18.8.1	<ul style="list-style-type: none"> • the appraisals would focus on staff development, and; • the Town Clerk would create a set of documents to be utilised during the appraisals. <p>RESOLVED: Committee resolved to undertake the process outlined above and the Clerk was instructed to carry out the actions described.</p>
P18.9	<p>Review of policy</p> <p>RESOLVED: Committee resolved that the issue be deferred until the next meeting and the Clerk develop a set of policies for consideration by the Committee.</p>
P18.10	<p><u>Exclusion of the press and public</u></p> <p>Cllr Duckles proposed, seconded by Cllr Galbraith, 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 item 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: Council 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>
P18.11	<p>Staffing arrangements</p> <p>Committee to consider staffing arrangements following a review by the incoming Town Clerk, which includes a proposal for the creation of a permanent</p> <p>Cllr Muzaffar proposed, seconded by Luckraft, that:</p> <ol style="list-style-type: none"> i. The Town Clerk to generate more options for members to consider (option 2 of the report) as part of a comprehensive review of staffing arrangements for consideration later in the year; ii. the Administrative Assistant position within the Town Council be extended for a fixed term period of three calendar months; iii. the Town Clerk be instructed to draft a contract to be reviewed by the Chairmen of the Personnel Committee, and; iv. the contract be signed by the post holder and the Chairman of the Personnel Committee. <p>RESOLVED: Committee resolved that the Clerk be instructed to carry out the actions described above and the Administrative Assistant position within the Town Council be extended for a fixed term period of three calendar months.</p>

<u>Next meeting</u>	
P18.12	Items for inclusion on the next meeting agenda Members requested that the following items appear on the next Committee meeting agenda: <ul style="list-style-type: none"> • Policy • Staff ICT • Staff review – to be considered at a meeting later in the year
P18.13	Date and time of the next meeting Committee confirmed the date and time of the next meeting to be 15 August 2018, 11am, in the Committee Room.

Meeting started 11am and closed 1.10pm

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Signed:
Print Name:
Print Position:
Date: