

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Personnel Committee held on Tuesday, 27th August 2024, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

- 01/08/24** **Record of Members Present**
The following councillors were present: Councillors J Whittaker (Chairman), Baker and R Whittaker.
- 02/08/24** **Apologies for Absence**
There were apologies from Councillor Butler - ill.
- 03/08/24** **Declarations of Interest & Dispensations**
(i) No declarations of interest were made.
(ii) No dispensations had been granted.
- 04/08/24** **Clerk's Report**
Minute 05/07/24 Administrative Assistant - Full Council had agreed with the recommendation made by the Personnel Committee that the Administrative Assistant's contract of employment be extended by a further six months.

Minute 07/07/24 Items Raised By Councillors (i) Cleaner's Hours
- Full Council had agreed with the recommendation made by the Personnel Committee that the Cleaner's hours be increased to from 64 hours per year to 78 hours per year.

Proposed by Councillor R Whittaker and seconded by Councillor Baker - **It was resolved that the Clerk's Report be noted.**
- 05/08/24** **Committee Name Change**
It had been suggested that consideration be given to changing the name of the Committee from Personnel to Staffing, however the Clerk pointed out that such a change would require any previous references to Personnel Committee in any existing Council documentation - such as policies, to be changed. He had contacted ERNLLCA and as far as they were aware both terms were interchangeable, and in addition he had asked the Clerks of other councils if they had a Personnel or Staffing Committee - most had a Personnel Committee. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that the name of the committee should stay the same.**
- 06/08/24** **Committee Terms of Reference**
The Clerk provided members of the Committee with the current terms of reference for the Personnel Committee and also a model set of terms of reference he had obtained from ERNLLCA for a Personnel Committee. Councillors suggested changes to the terms of reference for the Personnel Committee. Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker - **It was resolved that a recommendation be made to Full Council to approve the terms of reference for the Personnel Committee subject to the amendments suggested being made.**

07/08/24 **Training & Development Policy**

The Clerk provided members of the Committee with a draft training and development policy, which councillors went through and suggested some changes. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that a recommendation be made to Full Council to approve the training and development policy subject to the amendments suggested being made.**

It was then resolved that due to the confidential nature of the next item to be discussed that both the press and public be temporarily excluded from the meeting - Proposed by Councillor J Whittaker and seconded by Councillor Baker.

08/08/24 **Staff Appraisals**

As a result of the Clerk's appraisal a number of recommendations were made, which were discussed and amended slightly. Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that these be presented to Full Council.**

09/08.24 **Date, Time & Place of Next Meeting**

The date, time and place of the next meeting of the Personnel Committee will be confirmed by the Clerk in due course. Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that this be noted.**

10/08/24 **Closure of Meeting**

The Chairman declared the meeting closed at 8.09 pm.