

PERSONNEL COMMITTEE Local Government Act 1972 section 101 Committee members:

Cllr Harm Committee Chairman; Cllrs Mitchell, Stewart & Garner

Minutes of a meeting of the Personnel Committee of Epworth Town Council on Tuesday February 11th, 2020 at 5.15pm at Cemetery Lodge

Councillor Stewart would like it noted that he personally objects to meetings being at 5pm, and that all meetings should have a clerk and objects to one not being available.

1. To record the names of members present.

Councillor M Harm (Chairman), Councillor D Stewart, Councillor T Mitchell & Councillor P Garner

2. To receive apologies for absence

None

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

4. To note dispensations given to any member in respect to items on the agenda (Localism Act 2011 and the Code of Conduct).

None

5. To discuss office procedures and coverage

As the clerk is going to be off on sick leave for at least 2 weeks, the Assistant clerk has told the Council Chairman that she can do additional hours; the Personnel Committee needs to liaise with Assistant clerk to finalise what these hours will be so we can then try to assess whether we need to bring in additional support to cover the clerk's sick leave.

Councillors felt the council may need a set of fresh eyes to look at office procedure to see if there is maybe a quicker way of doing things which would both help the clerks and the councillors to speed up the way the council does things.

The committee felt that the council should do this, but it could be addressed at a later date when the clerk is fully recovered and back to work and at full capacity

The committee considered that support is needed for the clerk in setting the agenda, the Chairman or Vice Chair should sit with the clerk before the agenda is issued this would give more structure to the agenda and hopefully stop things being referred to later meetings or back to sub committees

Also, when the clerk is back, the council need to prepare a yearly timeline of things that need to be done so the council can try and get on top of the workload.

6. To receive an update on the complaint

The report was read out and the Committee Chairman thanked contributing councillors for compiling the report.

The report was confirmed to be accurate and covered all the issues raised, and recommendations were appropriate, this will be issued to the clerk and a letter stating the findings and conclusion sent to the complainant in due course.

The report has also raised the issue that relationships need to be improved between all councillors and both clerks, an agenda item needs to be added to the next meeting concerning working relationships between councillors and clerks this information can be sought from both ERNLLCA or ACAS websites. This will hopefully improve working relationships.

7. To receive report from recent appraisals

The report was read out, and it was agreed it was a fair appraisal which covered and addressed all issues concerning the clerk's work, this will be issued to the clerk in due course

8. To discuss the Town Council contact for ERPF

Not listed on original agenda, unsure what this item refers to it was deferred to next meeting

9. To discuss work experience

Not listed on original agenda, the committee thought that this had already been raised at full council

10. To record the closure of the meeting.

Closed at 6.30

Minutes taken by committee annotated by the clerk 18.02.20