

## EPWORTH TOWN COUNCIL

### Minutes of a Meeting of the Personnel Committee held on Tuesday, 14<sup>th</sup> November 2023, at 7.30 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

- 01/11/23**      **Election of Chairman / Chairwoman**  
Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker  
- **It was resolved that Councillor Baker should be elected as Chairman of the Personnel Committee for the forthcoming year.**
- 02/11/23**      **Record of Members Present**  
The following councillors were present: Councillors Baker (Chairman), J Whittaker and R Whittaker.
- 03/11/23**      **Apologies for Absence**  
There were apologies from Councillor Stewart - ill.
- 04/11/23**      **Declarations of Interest & Dispensations**  
(i) No declarations of interest were made.  
(ii) No dispensations had been granted.
- 05/11/23**      **Clerk's Report**  
**Minute 05/09/23 Equipment** - Full Council had agreed with the recommendation made by the Personnel Committee that it should buy an additional vacuum cleaner. Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker - **It was resolved that the report be noted.**
- 06/11/23**      **Co-option Policy & Procedure**  
At a meeting of the Full Council held on Tuesday, 7<sup>th</sup> November 2023, it resolved to delegate consideration of the co-option policy and procedure to the Personnel Committee. The Clerk provided each member of the Committee with a draft copy and a couple of amendments were suggested. 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 amended Co-option Policy & Procedure.**
- It was then resolved that due to the confidential nature of the next two items to be discussed both the press and public be temporarily excluded from the meeting** - Proposed by Councillor J Whittaker and seconded by Councillor Baker.
- 07/11/23**      **Staffing**  
The Clerk had investigated the options to do with the retirement of a member of staff who was prepared to continue working but on a reduced workload, and outlined these to members of the Committee. Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that the Clerk seek clarification to enable the matter to be progressed.**
- 08/11/23**      **Clerk's Role**  
The Clerk had made use of the additional hours he had been allowed to work per month as and when required, but still found there was insufficient time to do all the tasks.

Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that a recommendation be made to Full Council that the Clerk should receive help with administration for six hours per week for six months.**

09/11/23

**Wages & Salaries**

The Personnel Committee had been provided with the following information about Wages and Salaries:-

	<u>Current</u>	<u>2023/2024</u>
Town Clerk & RFO	SCP 28	£19.05
Groundsperson	SCP 4	£12.01
Cleaner	SCP 4	£12.01

Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that the Personnel Committee should make a recommendation to Full Council that the wages for the Town Clerk & RFO, Groundsperson and Cleaner be continued to be paid in accordance with the NJC Pay Scale for 2024 / 2025.**

10/11/23

**Precept**

The Committee considered if there was any future expenditure that needed to be taken into account before the setting of the precept for 2024 / 2025. It was suggested that £1,000 be set aside for Equipment, £1,000 for H&S Support, £2,000 for HR Support, £2,500 for Training and £500 for Travelling Expenses. Proposed by Councillor R Whittaker and seconded by Councillor Baker - **It was resolved that these amounts should be taken into account before the setting of the precept for 2024 / 2025.**

11/11/23

**Staff Appraisals**

Members of the Committee discussed the arrangements for the appraisal of staff and reviewed the documents used last year by the Council. Proposed by Councillor R Whittaker and seconded by Councillor Baker - **It was resolved that:- (i) The 'General Annual Staff Appraisal Guidelines' be amended slightly. (ii) The Individual Annual Staff Appraisal Document - Parts A & B be used for the appraisal of the Groundsperson and Cleaner, whilst the form which was used last year for the appraisal of the Clerk be used again this year. (iii) The appraisal of staff should take place on Tuesday, 16<sup>th</sup> January 2024.**

12/11/23

**Date, Time & Place of Next Meeting**

The next meeting of the Personnel Committee is due to be held on Monday, 18<sup>th</sup> December 2023, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor R Whittaker and seconded by Councillor Baker - **It was resolved that the information be noted.**

13/11/23

**Closure of Meeting**

The Chairman declared the meeting closed at 9.15 pm.