

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Personnel Committee held on Tuesday, 12th September 2023, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

- 01/09/23** **Record of Members Present**
The following councillors were present: Councillors Cooper (Chairman), Baker and J Whittaker.
- 02/09/23** **Apologies for Absence**
There were apologies from Councillor Stewart - other commitments.
- 03/09/22** **Declarations of Interest & Dispensations**
(i) No declarations of interest were made.
(ii) No dispensations had been granted.
- 04/09/23** **Clerk's Report**
Minute 07/07/23 Staff Appraisals - Full Council had agreed with the recommendation made by the Personnel Committee that the Groundsperson should be allowed to attend the annual inspection of the play / gym equipment, however because the inspector had already planned his appointments it was not possible for him to do so.

Minute 08/07/23 Office Hours - Full Council had agreed with the recommendation made by the Personnel Committee that the Council Office should open on a Monday, Tuesday, and Thursday from 10.00 am to 2.00 pm - otherwise by appointment, and the noticeboard be amended accordingly.

Proposed by Councillor Cooper and seconded by Councillor J Whittaker
- It was resolved that the report be noted.
- 05/09/23** **Equipment**
The Cleaner had asked if the Council could provide them with an additional vacuum cleaner, so one could be kept upstairs and one downstairs, and there would be no need to keep moving the vacuum cleaner up and down the stairs - it was suggested that a cordless vacuum cleaner should be considered.
Proposed by Councillor Baker and seconded by Councillor Cooper - **It was resolved that the Personnel Committee should make a recommendation to Full Council that it should buy an additional vacuum cleaner.**

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 Cooper.
- 06/09/23** **Staffing**
The Clerk gave an update on the current staffing situation. He informed members of the Committee that the member of staff who had been off on long term sick had now returned to work and undergone a Return to Work Interview, and that another member of staff was due to reach retirement age, however they were prepared to continue working, but on a reduced workload. Members of the Committee were not against this as a possibility and the Clerk would investigate the options. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that the update be noted.**

07/09/23

Clerk's Role

At a meeting of the Full Council held on Tuesday, 8th August 2023, it had agreed with the recommendations made by the Personnel Committee that the Clerk be paid for the additional hours 81.5hours he had worked in the last quarter and also allowed up to 10 hours of flexible working in addition to his contracted hours per month.

In addition the Clerk had contacted ERNLLCA / SLCC to see if there is any guidance on the number of hours a Clerk should work depending on things such as services and population.

ERNLLCA did not have any literature on this and stated that it was down to the Council to decide what is an appropriate amount of hours, but unfortunately councils were so varied that there were not any hard and fast rules on how many hours a specific job will take.

SLCC had provided a copy of a 'Clerk's Working Hours Survey' which showed that Clerks were overworked, and also provided an advice note on Working Hours which stated that for a Council with two or more meetings (council and committees) a month - several services (such as village hall, recreation ground) it recommended a minimum of 35 hours per month. This was the minimum amount of time which was required to undertake these basic tasks to the required standard. However, it stressed each council was unique and therefore the duties undertaken by the Clerk or paid officer can vary enormously.

Proposed by Councillor Baker and seconded by Councillor Cooper - **It was resolved that the item be deferred to the next meeting of the Personnel Committee, however in the meantime the Clerk was encouraged to make use of the additional hours he had been allowed to work per month as and when required.**

08/09/23

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.

09/09/23

Closure of Meeting

The Chairman declared the meeting closed at 7.58 pm.