

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Personnel Committee held on Tuesday, 11th October 2022, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

- 01/10/22** **Election of Chairman**
Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that Councillor Cooper should be elected as Chairman of the Personnel Committee.**
- 02/10/22** **Record of Members Present**
The following councillors were present: Councillors Cooper (Chairman), Stewart & J Whittaker.
- 03/10/22** **Apologies for Absence**
There were no apologies, because all members of the Committee were present.
- 04/10/22** **Declarations of Interest & Dispensations**
(i) Councillor J Whittaker declared a personal interest in Item 8 - Feedback from Staff.
(ii) No dispensations had been granted.
- 05/10/22** **Clerk's Report**
Minute 05/03/22 Clerk & RFO - Full Council had agreed with the recommendation made by the Personnel Committee and approved the revised contract of employment for the Town Clerk & RFO.

Minute 06/03/22 Probationary Period - Full Council had agreed with the recommendation made by the Personnel Committee to confirm Mr S Quantrill in post as the Groundsperson.

Minute 08/03/22 Date, Time & Place of Next Meeting - A meeting of the Personnel Committee did not take place on Monday, 16th May 2022, because it would have been inquorate.

Proposed by Councillor Cooper and seconded by Councillor J Whittaker - **It was resolved that the report be noted.**
- 06/10/22** **Probationary Period**
The Clerk's probationary period had come to an end and the Committee had to decide whether or not to confirm him in post, therefore he left the room whilst councillors discussed this. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that a recommendation should be made to Full Council to confirm Mr G Johnson in post as the Town Clerk / RFO.**
- 07/10/22** **Temporary Cover**
The Clerk highlighted the need to ensure that the Council had temporary cover for grounds staff when they were on annual leave. There were three options:-
(i) Use volunteers to do the work. (ii) Contract the work out. (iii) Employ Casual Staff.

Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that a recommendation should be made to Full Council to employ someone on a casual contract and when not available use a contractor.**

08/10/22 **Feedback from Staff**

The previous Clerk had been asked by the Chairman of the Council at the time to provide some feedback on the Council itself and each member of the Committee was provided with a copy of this. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the feedback be noted.**

09/10/22 **Training**

The Clerk had carried out further research and provided each member of the Committee with a booklet and links on the professional qualifications available for Clerks and briefly spoke about them. Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that a recommendation be made to Full Council to let the Clerk enrol on the Introduction to Local Council Administration course at a cost of £120 + VAT, and then on the Introduction to Local Council Administration to Certificate in Local Council Administration course at a cost of £120 + VAT.**

10/10/22 **Wages & Salaries**

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

	<u>Current</u>	<u>2022/2023</u>
Town Clerk & RFO	SCP 28	£17.05
Groundsperson	SCP 4	£10.01
Cleaner	SCP 4	£10.01

Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **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 2023 / 2024.**

11/10/22 **Precept**

The Committee considered if there was any future expenditure that needed to be taken into account before the setting of the precept for 2023 / 2024. It was suggested that £1,000 be set aside for Equipment, £1,000 for H&S Support, £2,000 for HR Support, £1,500 for Training and £200 for Travelling Expenses. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that these amounts should be taken into account before the setting of the precept for 2023 / 2024.**

12/10/22 **Staff Appraisals**

The Committee were provided with a copy of the staff appraisal form used last year by the Council and another staff appraisal form provided by ERNLLCA, however it was felt better to use the existing appraisal form for this year and then review it. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that staff appraisals should be carried out in the first half of January next year using the existing appraisal form.**

13/10/22 **Date, Time & Place of Next Meeting**

The next meeting of the Personnel Committee is due to be held on Tuesday, 24th January 2023, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the information be noted.**

14/10/22 **Closure of Meeting**

The Chairman declared the meeting closed at 7.48 pm.