

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Personnel Committee held on Tuesday, 25th July 2023, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

- 01/07/23** **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.**
- 02/07/23** **Record of Members Present**
The following councillors were present: Councillors Cooper (Chairman), Baker, Stewart & J Whittaker.
- 03/07/23** **Apologies for Absence**
There were no apologies, as all members of the Committee were present.
- 04/07/22** **Declarations of Interest & Dispensations**
(i) No declarations of interest were made.
(ii) No dispensations had been granted.
- 05/07/23** **Clerk's Report**
Minute 06/10/23 Probationary Period - Full Council had agreed with the recommendation made by the Personnel Committee to confirm Mr G Johnson in post as the Town Clerk / RFO.
- Minute 07/10/22 Temporary Cover**
Full Council had agreed to employ someone on a casual contract and when not available the use of a contractor for the temporary cover of grounds staff when they were on annual leave.
- Minute 09/10/22 Training**
Full Council had agreed with the recommendation made by the Personnel Committee 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.
- Minute 10/10/22 Wages & Salaries** - Full Council had agreed with the recommendation made by the Personnel Committee 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.
- Minute 11/10/22 Precept** - Full Council had agreed with the recommendation that £1,000 be set aside for Equipment, £1,000 for H&S Support, £2,000 for HR Support, £1,500 for Training, but £265 for Travelling Expenses during the setting of the precept for 2023 / 2024.
- Minute 13/10/22 Date, Time & Place of Next Meeting** - A meeting of the Personnel Committee did not take place on Tuesday, 24th January 2023, because it would have been inquorate.
- Proposed by Councillor J Whittaker and seconded by Councillor Stewart
- It was resolved that the report be noted.

It was then resolved that due to the confidential nature of the next four items to be discussed both the press and public be temporarily excluded from the meeting - Proposed by Councillor Cooper and seconded by Councillor Stewart.

06/07/23

Staffing

The Clerk gave an update on the current staffing situation. He informed members of the Committee that a member of staff had been off on long term sick but was expected to return shortly and therefore undergo a Return to Work Interview. Proposed by Councillor Stewart and seconded by Councillor Baker - **It was resolved that the update be noted.**

07/07/23

Staff Appraisals

Staff appraisals had taken place on the 17th & 20th January 2023, and each member of the Committee had been provided with a copy of them. Several issues had been raised, including workload and priorities, and the need for new tools / equipment. Proposed by Councillor Stewart and seconded by Councillor Baker - **It was resolved that the following recommendations should be made to Full Council:- (i) It should purchase a scanner that meets the needs of the Clerk. (ii) It should purchase a storage cupboard for the Office. (iii) The Groundsperson should be allowed to attend the annual inspection of the play / gym equipment.**

08/07/23

Office Hours

Members of the Committee discussed the opening hours of the office. The Clerk currently works from 9.00 am to 3.00 pm, however the sign outside Cemetery Lodge states the office opening hours as Tuesdays and Thursdays from 9.00 am to 4.00 pm. It was believed there was no need for the opening hours to be as long during a day to enable the Clerk to be more flexible with his working hours and not be tied to the office. Proposed by Councillor Stewart and seconded by Councillor Baker - **It was resolved that a recommendation should be made to Full Council 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.**

09/07/23

Clerk's Role

The Clerk raised several issues to do with his role, which included a discussion about his workload, the additional hours he had worked, the management of his work and priorities. Proposed by Councillor Cooper and seconded by Councillor Stewart - **It was resolved that:- (i) The Clerk should contact 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. (ii) A recommendation should be made to Full Council that the Clerk is paid for the additional hours he worked in the last quarter. (iii) A recommendation should be made to Full Council that the Clerk is allowed up to 10 hours of flexible working per month.**

10/07/23

Date, Time & Place of Next Meeting

The next meeting of the Personnel Committee is due to be held on Tuesday, 12th September 2023, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that the information be noted.**

11/07/23

Closure of Meeting

The Chairman declared the meeting closed at 8.41 pm.