

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE
COMMITTEE ROOM AT TOWN HALL ON THURSDAY 10TH NOVEMBER 2022 AT
5.30PM**

PRESENT: Barry Darch (Chair until end of Item 7.1)
Ash Lever (Chair) (from Item 7.2)
Richard Stubbings
Stevie Bubb
Jeff Harris

IN ATTENDANCE: Paul Cunningham (Town Clerk)
Candi Turner (Deputy Town Clerk)

MEMBERS OF THE PUBLIC: 0

In the absence of the Chair, Committee members elected Barry Darch to chair the meeting.

1. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Councillors Birrell and Robinson. Cllr Woodruff was not present.

**2. TO RECEIVE DECLARATIONS OF INTEREST OR ANY GRANTING
DISPENSATIONS IN RELATION TO ANY DISCLOSABLE PECUNIARY INTERESTS IN
ITEM ON THE AGENDA (REQUESTS FOR DISPENSATIONS TO BE SUBMITTED TO
THE CLERK IN ADVANCE)**

There were none.

**3. TO ACCEPT FOR ACCURACY AND ADOPTION THE MINUTES OF THE
PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 27TH JULY 2022**

RESOLVED To accept for accuracy and adoption the minutes of the Personnel Committee meeting held on Wednesday 27th July 2022.

**4. TO RECEIVE FEEDBACK FROM COMMITTEE MEMBERS WHO ATTENDED THE
RECENT EMPLOYER TRAINING AND TO AGREE ANY ACTIONS ARISING FROM
THIS TRAINING**

Councillor Stubbings commented that the training had been adequate but that the trainer had invited attendees to raise specific issues and that this had distorted the content of the session and meant that it focused too much on recruitment.
He noted that the trainer had mentioned the requirement for employers to retain evidence of their staff's entitlement to work in the UK and he suggested that the Council ensure that it holds this information for existing staff, and this was agreed.

5. DATE OF NEXT MEETING

To be confirmed.

6. ADMISSION TO MEETING- PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 IT IS PROPOSED THAT BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED, THE PUBLIC AND PRESS LEAVE THE MEETING DURING CONSIDERATION OF THE REMAINING MATTERS.

RESOLVED That because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the remaining matters.

7. TO CONSIDER STAFFING MATTERS

7i To consider a staffing issue

A staffing issue was discussed, and the Secretary was asked to seek clarification from an employment consultant.

(Cllr Lever joined the meeting and assumed the Chair).

7ii To agree Christmas and New Year closing period for Town Hall as 24th December to 2nd January inclusive

Cllr Stubbings proposed that the Christmas and New Year closing period for Town Hall be agreed as 24th December to 2nd January inclusive. This was seconded by Cllr Harris, a vote was taken which was in favour and it was therefore

RESOLVED To agree the Christmas and New Year closing period for Town Hall as 24th December to 2nd January inclusive.

7iii To consider a cost of living pay award for Council staff wef 1.4.23

Councillors considered the Town Clerk's report. They noted that the National Living Wage is due to increase by 8.6% in April, and that the current CPI rate of inflation is 10.1%. Chair proposed that the salary budget be increased by 15% to cover a potential cost of living increase but that a final decision on the amount to be awarded be deferred until early 2023. This was seconded by Cllr Stubbings, a vote was taken which was in favour and it was therefore

RESOLVED To increase the salary budget for 2023-24 by 15% to cover a potential cost of living increase but to defer a final decision on the amount to be awarded be deferred until early 2023.

Chair agreed to email all staff to update them on this decision.

**8. TO ACCEPT FOR ACCURACY AND ADOPTION THE CONFIDENTIAL MINUTES
OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 27TH JULY
2022**

RESOLVED To accept for accuracy and adoption the confidential minutes of
the Personnel Committee meeting held on Wednesday 27th July 2022.