

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER ON WEDNESDAY 30TH JUNE 2021 AT 2.30PM

PRESENT: Jeff Harris (Chair for Items 1 and 2)
Stevie Bubb
Jennie Robinson
Richard Stubbings (Chair from Item 3)
Jack Walmsley
Gillian Birrell
Brian Woodruff

IN ATTENDANCE: Paul Cunningham (Town Clerk)

MEMBERS OF THE PUBLIC: 0

1. TO ELECT A CHAIR OF THE COMMITTEE

Cllr Stubbings nominated Cllr Ash Lever. Cllr Robinson seconded this. There were no further nominations, so a vote was taken, and it was therefore

RESOLVED that Cllr Ashley Lever be elected Chair of the Personnel Committee for 2021-22

Cllr Robinson thanked Cllr Harris for his work as Chair of the Committee, especially during the challenging last year.

2. TO ELECT A DEPUTY CHAIR OF THE COMMITTEE

No nominations were received. Councillors decided to defer this appointment until the next meeting.

Cllr Harris proposed that the Mayor be appointed as Chair for this meeting only. This was seconded by Cllr Robinson, and agreed.

3. TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Jackson and Lever.

4. TO RECEIVE DECLARATIONS OF INTEREST OR ANY REQUESTS FOR THE GRANTING OF DISPENSATIONS IN RELATION TO ANY DISCLOSABLE PECUNIARY INTERESTS IN ITEMS ON THE AGENDA

There were none.

5. TO ACCEPT FOR ACCURACY AND ADOPTION THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 17TH MARCH

2021

Cllr Birrell noted that she was shown as being a member of the Committee, which was not correct at that time. She therefore proposed that the minutes be adopted with this amendment. This was seconded by the Chair, a vote was taken, and it was therefore.

RESOLVED To accept for accuracy and adoption the minutes of the Personnel Committee meeting held on Wednesday 17th March 2021, subject to the amendment that Cllr Birrell be recorded as 'In attendance', as she was not at that time a member of the Committee.

6. TO APPROVE THE JOB DESCRIPTION FOR THE ROLE OF DEPUTY CLERK

Chair noted that this had been amended by the Town Clerk, in conjunction with the Deputy Clerk. Cllr Robinson proposed approval, this was seconded by Cllr Harris, a vote was taken, and it was therefore

RESOLVED To approve the revised Job Description for the Deputy Town Clerk.

7. TO AGREE ARRANGEMENTS FOR OUT OF HOURS COVER FOR BLYBURGATE HALL

Councillors considered the report from the Town Clerk. Councillors asked for further information on how this appointment would work (e.g. number of times any call-out would be required, whether we would supply a mobile phone). In the intervening time, Mayor agreed to act as interim Out of Hours contact. Councillors agreed that the mayor should write a letter of thanks to Roger Andrew, the previous volunteer.

8. TO CONSIDER A PROPOSAL FROM THE TOWN CLERK CONCERNING THE COUNCIL'S ANNUAL LEAVE PROVISION FOR STAFF

Councillors considered a proposal from the Town Clerk for changes to the Council's Annual Leave Policy. Cllr Robinson proposed approval of the changes, to start from April 2022, and this was seconded by Cllr Walmsley. A vote was taken, and it was therefore

RESOLVED To amend the Council's Annual Leave policy in line with the Town Clerk's proposal, with the change to come into effect from April 2022.

9. 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 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, that public and press leave the meeting during consideration of the remaining matters.

10. TO ACCEPT FOR ACCURACY AND ADOPTION THE CONFIDENTIAL MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 17TH MARCH 2021

RESOLVED

To accept for accuracy and adoption the confidential minutes of the Personnel Committee meeting held on Wednesday 17th March 2021.

11. REVIEW OF STAFFING MATTERS

These were considered.

12. DATE OF NEXT MEETING

Date to be agreed, in August.