

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on THURSDAY 19 MAY 2022 at 11.00am

PRESENT: Councillor Lesley Howes – Chairman
Councillor Anita Barham
Councillor Peter Harman
Councillor Peter Harris

ABSENT: Councillor Dr Jo Harman
Councillor Maurice Weet

ALSO PRESENT: Graham Blew - Town Clerk
Martin Harding - Assistant Town Clerk / Responsible Financial Officer

526/21-22. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

527/21-22. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Sue Butterfill due to other commitments.

An apology for absence was received from Councillor Lorna Cross due to other commitments.

An apology for lateness was submitted by Councillor Peter Harman.

Recommended: That the reason for absence, for the above Town Councillors, be formally accepted and approved.

528/21-22. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

529/21-22. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

530/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 23 NOVEMBER 2021.

Recommended: That the minutes from the meeting held on 23 November 2021 be confirmed and signed.

531/21-22. STAFF ISSUES.

Members were informed that the vacant position had been advertised and, after the interview process, employee 69 had been appointed with a starting date of 31 January 2021.

Recommended: That the item be noted.

532/21-22. STAFF APPRAISALS 2021 – 2022.

The Town Clerk had undertaken appraisals for all the appropriately experienced staff (ones that had passed their probationary periods), that report to him.

Recommended: That the item be noted.

533/21-22. TOWN CLERKS APPRAISAL 2021 – 2022.

Further to minute 143/20-21 members were informed that the Town Clerks appraisal was undertaken by the Chairman (Vice-Chairman was on six months dispensation from attending meetings from 28 October 2021) on 31 March 2022.

Recommended: That the completion of the Town Clerks Appraisal process for 2021 – 2022 be noted.

534/21-22. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Peter Harris and seconded by Councillor Anita Barham.

RESOLVED:

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following item of business.

535/21-22. **PAY CLAIM 2022 – 2023.**

As part of its Terms of Reference the Personnel Committee are required to:

“Exercise functions of the Council on questions of levels of pay and salary settlements for all staff employed by the Council.”

The 2022 – 2023 estimates included the provision for awarding cost of living pay rises to 2.5% and a 1 SP increase.

Any pay award would be dated from 1 April 2022.

After discussion it was proposed, duly seconded and agreed;

Recommended: That a 2.5% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2022.

536/21-22. **SPINAL POINT INCREASES.**

The Town Clerk re-iterated that the SP increases, detailed in the confidential report, were within the budget agreed and set out by the Town Council and were also within the Salary Bands of the Employees concerned.

As per minute 520/16-17 the Town Clerk reported the SP increase awarded and the rationale behind this.

Members considered the confidential report and after discussion it was proposed, duly seconded, and agreed.

Recommended: That the SP increase detailed in the confidential report be noted and endorsed.

There being no further business, the Meeting closed at 11.20am.

Signed: _____ Date: _____
(CHAIRMAN)