

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on THURSDAY 12 AUGUST 2021 at 2pm

PRESENT: Councillor Lesley Howes – Chairman
Councillor Lorna Cross
Councillor Peter Harman
Councillor Peter Harris

ABSENT: There were none

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

141/21-22. **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.

142/21-22. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Anita Barham, due to medical reasons.

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

An apology for absence was received from Councillor Dr Jo Harman, due to other commitments.

An apology for absence was received from Councillor Maurice Weet, due to medical reasons.

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

143/21-22. **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.

144/21-22. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

145/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 3 DECEMBER 2020.

Recommended: That the minutes from the meeting held on 3 December 2020 be confirmed and signed.

146/21-22. ABSENCE MANAGEMENT POLICY

Members had been issued with a draft policy, which had been formulated in consultation with Southeast Employers (SEEMP). If approved this would be used in conjunction with the Town Councils current Capability Procedure when dealing with both short and long term absences.

Recommended: That the Absent Management Policy be agreed and adopted.

147/21-22. 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.

148/21-22. TOWN CLERKS APPRAISAL 2020 – 2021.

Further to minute 143/20-21 members were informed that the Town Clerks appraisal was undertaken by the Chairman and Vice-Chairman of the Personnel Committee on 26 May 2021.

Recommended: That the completion of the Town Clerks Appraisal process for 2020 – 2021 be noted.

149/21-22. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Peter Harman and seconded by Councillor Peter Harris;

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.

150/21-22. **STAFFING MATTERS.**

Members considered the contents of the confidential report.

The Town Clerk detailed the recent information regarding employee 67 resigning and informed members that the vacancy would now be advertised, and the recruitment process carried out.

Members were also updated on the reasons behind employee 7's absences and the Town Clerk asked that, due to the impact this was having on the employee that the Town Clerk be delegated authority, on this occasion, to use his discretion regarding how the time needed to self-isolate were recorded and how the one day follow up appointments were recorded.

Members discussed this situation in depth and whilst agreeing that this must not be seen as setting a precedent were highly aware of the sensitivity of the situation and wanted to do what they could to assist.

Recommended:

1. That the contents of the confidential report be noted.
2. That, in regard to employee 7, the Town Clerk be delegated authority to use his discretion regarding how the time needed to self-isolate were recorded and how the one day follow up appointments were recorded.

151/21-22. **PAY CLAIM 2021 – 2022.**

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

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

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

The 2021 – 2022 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 2021

Members acknowledged the efforts and commitment of all the Town Council staff over the unprecedented circumstances of the previous 12 months and, after discussion it was proposed, duly seconded and agreed that a 2.5% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2021.

Recommended: That a 2.5% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2021.

There being no further business, the Meeting closed at 2.35pm.

Signed: _____ Date: _____
(CHAIRMAN)