

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on TUESDAY 23 NOVEMBER 2021 at 12pm

PRESENT: Councillor Lesley Howes – Chairman
Councillor Anita Barham
Councillor Lorna Cross
Councillor Peter Harris

ABSENT: Councillor Dr Jo Harman
Councillor Peter Harman

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

274/21-22. 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.

275/21-22. APOLOGIES FOR ABSENCE.

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

Councillor Maurice Weet had previously received dispensation from attending meetings for a six-month period commencing 28 October 2021 (minute 251/21-22).

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

276/21-22. 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.

277/21-22. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

278/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 12 AUGUST 2021.

Recommended: That the minutes from the meeting held on 12 August be confirmed and signed.

279/21-22. **COMPLAINT HANDLING PROCEDURE (p).**

Members were provided with the current policy which included draft additions regarding Unreasonable and Vexatious Complaints and Anonymous Complaints.

Recommended: That the Complaint Handling Policy, including the proposed additions regarding Unreasonable and Vexatious and Anonymous Complaints be agreed.

280/21-22. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Lorna Cross 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.

281/21-22. **STAFFING MATTERS.**

Members considered the contents of the confidential report.

The Town Clerk detailed the recent information regarding employee 68 resigning and informed members that the vacancy would now be advertised in the new year, and the recruitment process carried out.

Recommended: That the contents of the confidential report be noted.

282/21-22. **STAFFING BUDGET 2022 – 2023.**

Members asked that a letter, from the Town Mayor, be sent to all staff thanking them for their efforts and understanding during the Covid Pandemic.

Members were unanimous in proposing and agreeing that employee 57 receive an honorarium payment in recognition of their efforts and diligence during periods of demanding staffing levels. The RFO confirmed that sufficient funds were available from the department staffing budget to allow for this.

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

Recommended:

1. That a letter from the Town Mayor be sent to all staff with their December salary including employee 57 detailing the Honorarium Payment.
2. That the Staffing Budget 2022 – 2023 be accepted and go forward to full Council as part of the draft Estimates.

There being no further business, the Meeting closed at 12.15pm.

Signed: _____
(CHAIRMAN)

Date: _____