

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on WEDNESDAY 26 APRIL 2023 at 11.00am

PRESENT: Councillor Lorna Cross – Chairman
Councillor Maurice Weet – Vice-Chairman
Councillor Peter Harman
Councillor Peter Harris
Councillor Lesley Howes

ABSENT: There were none

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

517/22-23. **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.

518/22-23. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Anita Barham due to other commitments.

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.

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

519/22-23. **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.

520/22-23. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

521/22-23. **TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 1 NOVEMBER 2022.**

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

522/22-23. **STAFF ISSUES.**

A. Members were informed that the vacant position had been advertised and, after the interview process, employee 71 had been appointed with a starting date of 27 March 2023.

In consultation with the Chairman employee 61 had been paid for their outstanding leave which they had not taken during the recruitment process and subsequent training of employee 71.

B. Members were informed that the vacant position had been advertised and, after the interview process, employee 70 had been appointed with a starting date of 6 February 2023.

Recommended: That the actions taken in the recruitment processes, and training be endorsed.

523/22-23. **STAFF APPRAISALS 2022 – 2023.**

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.

524/22-23. **TOWN CLERKS APPRAISAL 2022 – 2023.**

Further to minute 143/20-21 members were informed that the Town Clerks appraisal was undertaken by the Chairman and Vice – Chairman on 20 April 2023.

Recommended: That the completion of the Town Clerks Appraisal process for 2022 – 2023 be noted.

525/22-23. **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.

526/22-23. PAY CLAIM 2023 – 2024.

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 2023 – 2024 estimates included the provision for awarding cost of living pay rises to a minimum 5% and a 1 SP increase.

Any pay award would be dated from 1 April 2023.

After discussion it was proposed, duly seconded and agreed.

Recommended: That a 7% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2023.

527/22-23. 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 increases 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 increases detailed in the confidential report be noted and endorsed.

There being no further business, the Meeting closed at 11.15am.

Signed: _____ Date: _____
(CHAIRMAN)