

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on TUESDAY 2 APRIL 2019 at 10.45AM.

PRESENT: Councillor Mrs A E D Barham - Chairman
Councillor R J Lees
Councillor D J Mote

ABSENT: There were none

ALSO PRESENT: Graham Blew, Town Clerk

559/18-19. 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.

560/18-19. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Mrs S P Butterfill, P M Harman, B E Read and Mrs I A Read.

561/18-19. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

562/18-19. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

563/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 9 AUGUST 2018.

The Town Clerk advised the meeting that the agenda had incorrectly stated 9 September 2018 when it should have read 9 August 2018.

Recommended: That the minutes from the meeting held on 9 August 2018 be confirmed and signed.

564/18-19. STAFF APPRAISALS 2018 - 2019.

The Town Clerk had given all the appropriately experienced staff (ones that had passed their probationary periods), that reported to him, the opportunity to undertake an appraisal for the 2018 - 2019 period.

Recommended: That the item be noted.

565/18-19. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor R J Lees and seconded by Councillor D J Mote;

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.

566/18-19. **TOWN CLERKS APPRAISAL 2018 – 2019.**

As previously agreed, minute 119/15-16, the Chairman and Vice-Chairman of the Personnel Committee had been invited to undertake the Town Clerks appraisal on 1 March 2019. Members were asked to agree and finalise the appraisal.

During discussion of the appraisal Members thanked the Town Clerk for the standard of work and professionalism in which he applied himself and undertook his role.

Recommended: That the Town Clerks appraisal 2018 – 2019 be agreed and finalised.

567/18-19. **PAY CLAIM 2019 - 2020.**

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 2019 – 2020 estimates included the provision for awarding cost of living pay rises up to 2.5% and a 1 SP increase.

Any pay award would be dated from 1 April 2019.

Members acknowledged the efforts and commitment of all the Town Council staff and, after discussion it was proposed, duly seconded and unanimously agreed that a 2.5% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2019.

Recommended: That a 2.5% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2019.

There being no further business, the Meeting closed at 11.05am.

Signed: _____ Date: _____
(CHAIRMAN)