Elloughton cum Brough Town Council

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Minutes of the Ordinary Meeting of the Personnel committee held on Tuesday 29th March 2021 held remotely via Zoom.

Members Present: Clir S Duckles, Clir Rowe, Clir Brogden, Clir Muzaffar, Clir Luckraft, Clir **Bentley**

Meeting Clerk: Philippa Beverley (Town Clerk)

Public Forum: No members of the public in attendance

MINUTES

PL1/20 Roll Call of Councillors, Officer and members of the public present -Record Confirmed.

> RESOLVED: Roll call of Councillors, Officers and members of the public present record confirmed.

PL2/20 To accept apologies No apologies received

To accept Declarations of Interest relating to items on the agenda. PL3/20

No declarations of interest received.

PL4/20 To confirm as a correct record the Minutes of a meeting of Personnel Meeting Committee held on 14th January 2020.

> Proposed by Cllr Rowe, seconded by Cllr Brogden and agreed unanimously to approve as a correct record the minutes of a Personnel Meeting Committee held on 14th January 2020.

> RESOLVED: Council approved the minutes of a Personnel Meeting held on 14th January 2020 as a true and accurate record.

PL5/20 **Exclusion of Press and Public**

Due to the confidential nature, Members may resolve to exclude the press and public from the meeting during consideration of the next item in accordance with the Public Bodies (Admission to Meetings) Act 1960. The next item of the agenda can be treated as confidential because it relates to confidential staffing issues, such as terms of service, contractual arrangements and the engagement of staff.

Signed: Seuley Date: 13: 7-2021

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PL6/20 Committee to note that the Deputy Clerk has completed her ILCA Certificate. In line with Deputy Clerks contract to consider a pay increase for successfully completing the ILCA and standard annual increment related to performance.

Cllr Luckraft proposed, seconded by Cllr Rowe and agreed unanimously to increase salary to proposed SCP.

RESOLVED: Committee resolved to increase the Deputy Clerks salary in line with proposal and contract.

PL7/20 Committee to consider Town Clerk increase one SCP as per contract related to performance.

Cllr Bentley proposed, seconded by Cllr Rowe and agreed unanimously to increase Town Clerks salary one SCP as per contract.

RESOLVED: Committee resolved to increase Town Clerks salary one SCP as per contract.

PL8/20 Committee to consider the conversion of the Temporary Administration Assistant position to a permanent, part time role of 18 hours. This role will be over two days, core hours 9.30am – 2pm in the office and extra hours completed either in the office or remotely. Evening meetings attended will be extra and can be paid as overtime or received as time in lieu.

Proposed by Cllr Luckraft, seconded by Cllr Rowe and agreed unanimously to make the Temporary Administration role permanent for 18 hours per week, at proposed SCP.

RESOLVED: The Committee resolved to make the Temporary Administration Assistant role permanent at 18 hours per week at proposed SCP.

PL9/20 Committee to consider a proposal to alter the office hours open to public between 9.30am – 2pm (Mon – Thurs), staff then able to work their remaining hours either in the office or remotely. For the Clerk and Deputy Clerk hours will include meetings.

Proposed by Cllr S Duckles, seconded by Cllr Brogden and agreed unanimously to approve the new proposed office hours.

RESOLVED: The Committee resolved to approve the new office hours between $9.30 \, \text{am} - 2 \text{pm}$ (Mon - Thurs), staff then able to work the extra hours either in the office or remotely with Clerk and Deputy Clerk's hours including meetings.

PL10/20 Council noted next meeting to take place on Tuesday 6th July 2021 at 1pm.

RESOLVED: Council resolved to note date and time of next meeting.

Signed: 3. 7. 202

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