

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600

Website: elloughtonbrough-tc.gov.uk



25 September 2019

Dear Councillor,

Personnel Committee Meeting

You are hereby summoned to attend a meeting of the Personnel Committee to be held on **Monday 30 September 2019**, commencing at **10am**, in the **Committee Room (60 Welton Road, Brough)**.

Please note that the meeting originally planned for 8 October 2019 has now been cancelled.

The agenda for the meeting is set out below.

Tom Clay
Town Clerk

Agenda

Committee Members: Cllr Brogden, Cllr Rowe, Cllr S. Muzaffar, Cllr S. Duckles (Chairman) and Cllr Luckraft (Vice Chairman)

No	Item
	<u>Procedural items</u>
1	Apologies Committee to note any apologies, the reasons given for absence and consider acceptance of them.
2	Declarations of interest Committee to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interest.

3	Minutes of the meeting held on 11 June 2019 Committee to consider approving the minutes as a true and proper record.
4	Minutes of the meeting held on 15 August 2019 Committee to consider approving the minutes as a true and proper record.
	<u>Business items</u>
5	Administrative Assistant recruitment Committee to note that recruitment of a new Administrative Assistant was successfully completed earlier in the month and the new postholder will take up the position in the week commencing Monday 28 October 2019.
6	Budget for the 2020-21 financial year Committee to review a proposal and consider making a recommendation relating to budget lines within the Committee's purview.
7	<u>Exclusion of the press and public</u> Due to the confidential nature, Members may resolve to exclude the press and public from the meeting during consideration of the next two items in accordance with the Public Bodies (Admission to Meetings) Act 1960. The next two items on 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.
8	Town Clerk recruitment Committee to note that the Town Clerk has resigned and will be leaving to take up a new post elsewhere on 2 January 2020. Committee to consider draft documents and a proposed timetable relating to the recruitment of a new Town Clerk.
9	Staff appraisals Committee to receive an update about staff appraisals and to consider any matters arising. Committee to also note that the Deputy Town Clerk has completed the 'Probationary Period' as outlined in the contract of employment and to consider any matters arising.
	<u>Next meeting</u>
10	Date and time of the next meeting Committee to note the time and date of the next ordinary meeting as 2pm on Tuesday 14 January 2020 to be held in the Committee Room (60 Welton Road, Brough) .

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Minutes of the **Extraordinary Personnel Committee** meeting held on **11 June 2019** in the **Committee Room**.

Committee Members Present: Cllr Brogden, Cllr S. Duckles, Cllr K. Rowe and Cllr Luckraft

Also Present: Cllr Loizides

Meeting Clerk: Tom Clay, Town Clerk

Minutes

Minute	Item
	<u>Procedural items</u>
PR1/1920	<p>Election of the Chairman Cllr Brogden proposed, seconded by Cllr Rowe, that Cllr S. Duckles be elected to the office of Chairman of the Committee for the 2019-20 municipal year.</p> <p>RESOLVED: Council elected Cllr S. Duckles to the office of Chairman of the Committee for the 2019-20 municipal year.</p>
PR2/1920	<p>Election of the Vice-Chairman Cllr S. Duckles proposed, seconded by Cllr Rowe, that Cllr Luckraft be elected to the office of Vice-Chairman of the Committee for the 2019-20 municipal year.</p> <p>RESOLVED: Council elected Cllr Luckraft to the office of Vice-Chairman of the Committee for the 2019-20 municipal year.</p>
PR3/1920	<p>Apologies No apologies were received</p>
PR4/1920	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>

PR5/1920	<p>Minutes of the meeting held on 9 April 2019 Cllr Luckraft proposed, seconded by Cllr K Brogden, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Committee resolved to approve the minutes as a true and accurate record.</p>
<u>Business items</u>	
PR6/1920	<p>Review of the recruitment process</p> <p>RESOLVED: The following be considered in the future:</p> <ol style="list-style-type: none"> i. A specific question relating to equality; ii. The actual pay, rather than the pro rata, be included in the advert; iii. Any specific working day requirements to be included in the advert; iv. Consider sending applications for short listing out in advance of the meeting if more than 10 are received.
PR7/1920	<p>Training update The update was noted and now further matters arising were discussed.</p>
PR8/1920	<p>Appraisal Cllr S. Duckles proposed, seconded by Cllr. Brogden, that:</p> <ul style="list-style-type: none"> • The Chairman of the Personnel Committee carry out the Town Clerk's appraisal; • the Town Clerk carry out the appraisal for all other members of staff; • the appraisals would take place in September and that the issue would be considered again in early October, and; • the Town Clerk would create a set of documents to be utilised during the appraisals. <p>RESOLVED: Committee resolved to undertake the process outlined above and the Town Clerk was instructed to carry out the actions described.</p>
<u>Next meeting</u>	
PR9/1920	<p>Items for inclusion on the next meeting agenda Members requested that the matters of appraisals and the six month review of the Administrative Assistant role.</p>
PR10/1920	<p>Date and time of the next meeting Committee noted that the next ordinary meeting will be held at 2.00 pm on Tuesday 8 October 2019 at the Town Council Office</p>

Meeting started at 2pm and finished at 2:38pm

Document published on 12 April 2019

Signed:

Print Name:

Print Position:

Date:

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Minutes of the **Extraordinary Personnel Committee** meeting held on **19 August 2019** in the **Committee Room**.

Committee Members Present: Cllr Brogden, Cllr S. Duckles, Cllr K. Rowe and Cllr Luckraft

Meeting Clerk: Tom Clay, Town Clerk

Minutes

Minute	Item
	<u>Procedural items</u>
PR11/1920	<p>Apologies Apologies were received from Councillor Muzaffar that he was unable to attend the meeting for personal reasons.</p> <p>RESOLVED: Committee accepted the apologies.</p>
PR12/1920	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
	<u>Business items</u>
PR13/1920	<p>Exclusion of the press and public Cllr Brogden proposed, seconded by Cllr Luckraft, that due to the confidential nature, Committee should 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.</p> <p>The next item on 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.</p> <p>RESOLVED: Committee resolved to exclude the press and public from the meeting.</p>

<p>PR14/1920</p>	<p>Future staffing arrangements Committee noted that the Deputy Town Clerk had decided to retire at the end of the month. Committee thanked her for her hard work in the post over the years.</p> <p>Councillor S. Duckles proposed, seconded by Councillor Luckraft, that:</p> <ul style="list-style-type: none"> i. The current Administrative Assistant postholder be offered the role of Deputy Town Clerk; ii. the role be offered at the same terms and conditions of the current Deputy Town Clerk postholder; iii. starting salary would be below LC substantive (18-23) at the lowest end SCP; iv. CiLCA should be undertaken by the new Deputy Town Clerk, and; v. the new contract, set to start on 2 September 2019, would be reviewed by the Committee Chairman before it was issued for signing. <p>RESOLVED: Committee resolved to instruct the Town Clerk to undertake the actions described above.</p> <p>Councillor Brogden proposed, seconded by Councillor Rowe, that:</p> <ul style="list-style-type: none"> i. Should the Administrative Assistant become vacant that the position be offered to the highest scoring unsuccessful candidate from the recruitment exercise earlier in the year; ii. if the unsuccessful candidate responds negatively then the position would be advertised in the same manner as it was earlier in the year; iii. the Town Clerk should refresh the recruitment document to be reviewed by the committee via email and then to be placed online in the week commencing 19 August 2019. <p>RESOLVED: Committee resolved to instruct the Town Clerk to undertake the actions described above.</p>
<p><u>Next meeting</u></p>	
<p>PR15/1920</p>	<p>Date and time of the next meeting Committee noted that the next ordinary meeting will be held at 2.00 pm on Tuesday 8 October 2019 at the Town Council Office</p>

Meeting started at 2:30pm and finished at 3:50pm

Document published on 19 August 2019

Signed:

Print Name:

Print Position:

Date:

2020-21 Personnel budget proposal



Committee: Personnel Committee
Report Author: Tom Clay, Town Clerk
Report Date: 25 September 2019

1. Overview

1.1 The report will briefly outline a proposal for 2020-21 Personnel budget.

2. Current budget 2019-20

- 2.1 The current year's (2018-19) budget set out expenditure of £80,000 for the lines falling within the Committee's purview.
- 2.2 For the current financial year there are no income budget lines.
- 2.3 The committee will need to provide a recommendation to the Finance and Strategic Planning Committee before the end of November 2019 to ensure that its comments are considered as part of the budget drafting process.

3. 2020-21 draft budget proposal

Income

3.1 There are no income lines.

Expenditure

- 3.2 The table below demonstrates how the current £80,000 budget could be divided amongst in terms of expenditure.
- 3.3 Several budget lines relating to staff salaries, which will be separate on the accounting system for technical purposes, have been rolled into one (4000, 4010 and 4020).
- 3.4 The table below represents a starting point for members to consider.

N/C	Budget Line description	Actual Spend 2018-19	Budget 2019-20	Actual Spend 2019-20	Projected Spend 2019-20	Budget 2020-21
4000 (10/20)	Salary (inc: NI/PAYE/Pension)	76415	76000	35834	78000	78000
4060	Staff Other Expenses	18	30	0	0	30
4200	Training Staff	899	1000	189	500	500
4201	Training Members	216	1500	128	650	870
4230	Member Travel & Costs	0	70	16	50	100
4335	Office Testing H&S	44	350	220	220	300
4365	Office Equipment	819	1000	592	900	1000
	Total	78411	79950	36979	80320	80800

4. Recommendation

- 4.1 It is recommended that members consider the proposal and instruct the Town Clerk as to how they wish to proceed in making a recommendation for the 2020-21 budget.