

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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

Telephone: 01482 665600



24th March 2021

Dear Councillor

You are hereby summoned to attend the Personnel Committee Meeting of Elloughton cum Brough Town Council to be held remotely via Zoom **on Monday 29th March 2021 to commence at 1pm.**

In normal circumstances, members of the public are welcome to address the meeting in a public forum at 1pm. Whilst Elloughton Cum Brough Town Council still supports the rights of people to do this, during the current crisis relating to COVID19, for health and safety reasons, and to ensure physical social-distancing guidance can be followed, meetings will be held digitally via online video technology. Members of the public are welcome to join the meeting by requesting the link from the Town Clerk on Town.Clerk@elloughtonbrough-tc.gov.uk or contacting the office on 01482 665600. Attendees must turn their microphones off until you are invited to speak.

Philippa Beverley

Clerk at Elloughton cum Brough Town Council

Public Forum - The Public Forum will commence at 1.00pm. The period of time designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than 3 minutes.

AGENDA

- 1. Roll call of Councillors, Officer and members of the public present.**
- 2. To accept apologies.**
- 3. To accept Declarations of Interests relating to items on the agenda.**
- 4. To confirm as a correct record the Minutes of a meeting of the Personnel Committee Meeting held on 14th January 2020.**
- 5. Exclusion of the 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 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.
- 6. Committee to note that the Deputy Clerk has completed her ILCA Certificate. In line with the Deputy Clerks contract to consider a pay increase for successfully completing the ILCA and standard annual increment related to performance.**
- 7. Committee to consider Town Clerk increase one SCP as per contract related to performance.**

8. **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.**
9. **Committee to consider a proposal to alter the office hours open to public between 9.30am – 2pm Mon – Thursday (with minimum of two people in the office), staff then able to work their remaining hours either in the office or remotely. For the Clerk and Deputy Clerk hours will include meetings.**
10. **Committee to note the time and date of the next Personnel Committee meeting as 1pm on Tuesday 13 July 2021, format and location to be confirmed subject to Covid-19 restrictions**