

Elloughton cum Brough Town Council
60 Welton Road, Brough, HU15 1BH
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Minutes of the Meeting of the Personnel committee held on Tuesday 10th January 2023 in the Meeting Room, Petuaria Community Centre, Centurion Way, Brough.

Members Present: Cllr S Duckles, Cllr Muzaffar, Cllr Rowe

Meeting Clerk: Philippa Beverley (Town Clerk)

Public Forum: No members of the public in attendance

MINUTES

PL67/22 To accept apologies

Apologies received from Cllr Bentley.

RESOLVED: Council resolved to accept apologies from Cllr Bentley.

PL68/22 To accept Declarations of interest relating to items on the agenda.

No declarations of interest received.

RESOLVED: Committee resolved no declarations of interest received.

PL69/22 To confirm as a correct record the Minutes of a meeting of the Personnel Committee held on 31st October 2022.

Proposed by Cllr S Duckles, seconded by Cllr Muzaffar and agreed unanimously that the minutes be approved as a correct record for the meeting of the Personnel Committee held on 31st October 2023.

RESOLVED: Council resolved to confirm and approve as a correct record the Minutes of a meeting of Personnel Committee held on 12th July 2022.

PL70/22 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:

Date:

PL71/22 To receive a verbal update on Playground attendant.

Committee received a verbal update from the Town Clerk regarding the Playground attendant's performance since his last review.

Town Clerk advised that assistance is required to help monitor time keeping from Councillors and will be reviewed again at the next meeting.

RESOLVED: Committee resolved to review again at next meeting.

PL72/22 To discuss next steps in recruitment of Town Handyman and approve next steps.

Committee received an update on Town Handyman vacancy from Town Clerk, who reconfirmed that in the December 2022 Full Council when approving the budget had resolved to transfer £25,000 from the property reserves to fund a Handyman and purchase equipment.

An in depth discussion took place, proposed by Cllr S Duckles, seconded by Cllr Muzaffar and agreed unanimously that the salary be advertised at SCP 11 and pro-rated for 16 hours. It was agreed the role could be advertised immediately with a closing date of the 10th February 2023, shortlist meeting to take place on 14th February 2023 and interviews commencing on week commencing 20th February 2023.

RESOLVED: Committee resolved to advertise the Handyman role on SCP 11 for 16 hours a week, with a closing date of 10th February 2023, shortlist meeting on 14th February 2023 and interviews week commencing 20th February 2023.

PL73/22 To note the next full Personnel Committee Meeting is to be held at 1.00pm on Tuesday 11th April 2023, at Meeting Room, Elloughton cum Brough Town Council, 60 Welton Road, Brough, HU15 1BH.

Committee noted time, date and location of next meeting.

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

Signed:

Date: