

Elloughton cum Brough Town Council
60 Welton Road, Brough, HU15 1BH
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Minutes of the Extra-Ordinary Meeting of the Personnel committee held on Tuesday 11th January 2022 in the Meeting Room, Elloughton cum Brough Town Council, Meeting Room, Petuaria Community Centre, Welton Road, Brough.

Members Present: Cllr Bentley, Cllr Luckraft, Cllr Muzaffar

Meeting Clerk: Philippa Beverley (Town Clerk)

Public Forum: No members of the public in attendance

MINUTES

PL34/20 To accept apologies
Apologies received from Cllr Rowe.

RESOLVED: Council resolved to accept apologies from Cllr Rowe.

PL35/20 To accept Declarations of Interest relating to items on the agenda.
No declarations of interest received.

PL36/20 To confirm as a correct record the minutes of a meeting of the Personnel Committee held on 13th July 2021.
Proposed by Cllr Muzaffar, seconded by Cllr Luckraft and agreed unanimously to approve as a correct record the minutes of a Personnel Committee meeting held on 13th July 2021.

RESOLVED: Committee approved the minutes as a true and accurate record of a Personnel Meeting held on 13th July 2021 as a true and accurate record.

PL37/20 To confirm as a correct record the minutes of an Extra-ordinary meeting of the Personnel Committee held on the 5th October 2021.

Proposed by Cllr Muzaffar, seconded by Cllr Luckraft and agreed unanimously to approve as a correct record the minutes of an Extra-Ordinary Personnel Meeting held on 5th October 2021.

Resolved: Committee approved the minutes as a true and accurate record of an Extra-Ordinary Personnel Meeting held on 5th October 2021.

PL38/20 To confirm as a correct record the minutes of an Extra-Ordinary meeting of the Personnel Committee held on the 20th October 2021.

Signed: *P. H. Beverley*

Date: *12/1/22*

Proposed by Cllr Luckraft, seconded by Cllr Muzaffar and agreed unanimously to approve as a correct record the minutes of an Extra-Ordinary Personnel Meeting held on 20th October 2021.

Resolved: Committee approved the minutes as a true and accurate record of an Extra-Ordinary meeting of the Personnel Committee held on 20th October 2021.

PL39/20 To confirm as a correct record the minutes of an Extra-Ordinary meeting of the Personnel Committee held on the 9th November 2021.

Proposed by Cllr Bentley, seconded by Cllr Luckraft and agreed unanimously to approve as a correct record the minutes of an Extra-Ordinary Personnel Meeting held on 9th November 2021.

Resolved: Committee approved the minutes as a true and accurate record of the Extra-Ordinary meeting of the Personnel Committee on 9th November 2021.

PL40/20 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.

PL41/20 To review the Administration Assistant role, discuss and approve next steps in recruitment.

Town Clerk advised that unfortunately the candidate that was offered this role in December 2021 is unable to accept and therefore we need to look at alternative solution. An in-depth conversation took place to consider all options available.

Proposed by Cllr Luckraft, seconded by Cllr Bentley that this role be readvertised, changing the role to temporary with view to becoming permanent. All conditions of pay and hours and job description to remain the same. Town Clerk instructed to go ahead and advertise the role. Town Clerk was also given flexibility to offer current admin assistant covering Maternity extra hours as required to cover any short fall in hours that may arise.

RESOLVED: Committee resolved to instruct Town Clerk to readvertise the Administration Assistant role, keeping all hours and conditions the same as previously advertised, but changing role to temporary with a view to permanent. Town Clerk also given permission to offer extra hours to current Admin Assistant (covering Maternity) to cover any short fall in office man hours, should it occur prior to completed recruitment process.

PL42/20 To discuss current staff roles and approve required actions.

Town Clerk advised Committee of any issues relating to staff. Proposed by Cllr Bentley, seconded by Cllr Luckraft that the Environment Assistant be asked to attend a meeting with the Town Clerk and Chairman of Personnel to update on matters discussed in the Personnel meeting.

Signed: *J. A. Luckraft*

Date: *12/7/22*

RESOLVED: Committee resolved to instruct the Town Clerk to arrange a meeting with the Environment Assistant and discuss matters that have arisen from the Personnel Meeting.

PL43/20

To review and approve next steps in relation to Handyman role.

Town Clerk advised this role continues to be difficult to fill. A robust conversation took place on options available.

Cllr Muzaffar proposed, seconded by Cllr Luckraft that this role be readvertised on Council website and social media, all local social media sites, noticeboards, Community Centre, Village Hall, shops and pubs. Also the Town Clerk is to approach local handymen advertising their services.

RESOLVED: Committee resolved to readvertise on every platform available to them in order to fill the position.

PL44/ 20

To note the next Personnel Committee Meeting is to be held at 1pm on Tuesday 12th April 2022, at Meeting Room, Elloughton cum Brough Town Council, 60 Welton Road, Brough, HU15 1BH.

Committee noted date, time and location of next meeting.

RESOLVED: Council resolved to note the date of the next Personnel Meeting as Tuesday 12th April 2021 at 1pm.

Signed: 

Date: 12/7/22