

Elloughton cum Brough Town Council
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Minutes of the Meeting of the Personnel committee held on Tuesday 12th July 2022 in the Meeting Room, Petuaria Community Centre, Centurion Way, Brough.

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

Meeting Clerk: Philippa Beverley (Town Clerk)

Public Forum: No members of the public in attendance

MINUTES

PL50/22 To accept apologies
Apologies received from Cllr Bentley and Cllr Rowe.

RESOLVED: Council resolved to accept apologies from Cllr Bentley and Cllr Rowe.

PL51/22 Committee to confirm Ex-officio as Chairman of the Personnel Committee for the May 2022 to May 2023 municipal year.
Proposed by Cllr Luckraft, seconded by Cllr Muzaffar to appoint Cllr S Duckles (Ex-Officio) as Chairman of the Personnel Committee.

RESOLVED: Committee resolved to appoint Cllr S Duckles (Ex-Officio) as the Chairman of the Personnel Committee for the May 2022 to May 2023 year.

PL52/22 Committee to elect a Vice-Chairman for the Personnel Committee for the May 2022 – 2023 municipal year.
Proposed by Cllr S Duckles, seconded by Cllr Muzaffar to appoint Cllr Luckraft as Vice-Chairman of the Personnel Committee.

RESOLVED: Committee resolved to appoint Cllr Luckraft as the Vice Chairman of the Personnel Committee for the May 2022 – May 23 municipal year.

PL53/22 To deliver declaration of acceptance of office for signing.
Declarations of acceptance delivered to both the new Chairman and Vice Chairman. Signed by both and Town Clerk.

RESOLVED: Declarations of acceptance presented to both new Chairman and Vice Chairman for signing. Documents signed by each member and Town Clerk.

Signed: 

Date: 31/10/22

PL54/22 **To accept Declarations of Interest relating to items on the agenda.**
No declarations of interest received.

PL55/22 **To confirm as a correct record the Minutes of a meeting of the Personnel Committee held on 11th January 2022.**

Proposed by Cllr Luckraft, 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 11th January 2022.

RESOLVED: Council resolved to confirm and approve as a correct record the Minutes of a meeting of Personnel Committee held on 11th January 2022.

PL56/22 **To confirm as a correct record the Minutes of an Extra-ordinary meeting of the Personnel Committee held on 15th March 2022.**

Proposed by Cllr Luckraft, 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 15th March 2022.

RESOLVED: Council resolved to confirm and approve as a correct record the Minutes of a meeting of Personnel Committee held on 11th January 2022.

PL57/22 **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.

PL58/22 **To receive a verbal report and proposals on office staffing requirements.**

Committee received a verbal update on future staffing requirements of the office and how this affects the two current temporary contracts, Admin Assistant and Events Coordinator, both due to finish before the end of the year.

PL59/22 **To discuss report and proposals and approve future staffing of the Town Council.**

It was discussed that originally the Events Coordinator was to be a permanent role at 30 hours and was only made temporary due to re-advertisement of the role. The business still requires this role as Events use a large amount of man hours. This role has also developed to incorporate social media and website management, encompassing PR for the Town Council.

Further discussion took place on the Admin Assistant role, it was highlighted this role had always been designed to be a temporary role to cover maternity leave (end date 23rd August 2022) to ensure elements of the Deputy Clerk role were covered. The Deputy Clerk is due to return in September 2022, therefore much of the current Admin Assistant duties will return to the Deputy Clerk.

Proposed by Cllr S Duckles, seconded by Cllr Luckraft and agreed unanimously that the Admin Assistant role cease on the 23rd August 2022 and the Events

Signed: 

Date: 31/10/22

Coordinator be made a permanent role, with the current individual appointed to permanent contract.

Town Clerk advised she would now like to return to 25 hours and feels that given the appointment of the Events Coordinator and Deputy Clerk returning in September, this is the right time. This ensure that the Town Council do not pay additional hours while it is quieter in Summer and staff on annual leave.

The current park attendant role was discussed and it was noted that time keeping remained an issue. Proposed by Cllr S Duckles, seconded by Cllr Muzaffar and agreed unanimously that time keeping and time sheets would be monitored over the next four weeks and a meeting of the Personnel Committee and staff member be called to discuss.

The ongoing recruitment of a Handyman was also discussed, acknowledging this is an extremely hard role to fill. Proposed by Cllr Luckraft, seconded by Cllr Muzaffar this role continue to be advertised and that the Town Clerk also contact handymen who are advertising locally for work.

RESOLVED: Committee resolved to instruct Town Clerk to advise the Admin Assistant that the temporary role would not be extended beyond the 23rd August 2022 and that the Events Coordinator be offered this role on a permanent contract of 30 hours per week. Town Clerk will monitor Park Attendants time keeping and timesheets and call a meeting to discuss. Town Clerk will advertise and keep advertising the Handyman role and approach local adverts for Handymen to see if the role is of interest to anyone.

PL60/22

To note the next full Personnel Committee Meeting is to be held at 1.00pm on Tuesday 11th October 2022, 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: 31/10/22