

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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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: