

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the **Extraordinary Personnel Committee** meeting held on **15 August 2019** in the **Committee Room**.

Committee Members Present: Cllr Brogden, Cllr S. Duckles, Cllr K. Rowe and Cllr Luckraft

Meeting Clerk: Tom Clay, Town Clerk

Minutes

Minute	Item
	<u>Procedural items</u>
PR11/1920	<p>Apologies Apologies were received from Councillor Muzaffar that he was unable to attend the meeting for personal reasons.</p> <p>RESOLVED: Committee accepted the apologies.</p>
PR12/1920	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
	<u>Business items</u>
PR13/1920	<p>Exclusion of the press and public Cllr Brogden proposed, seconded by Cllr Luckraft, that due to the confidential nature, Committee should 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.</p> <p>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.</p> <p>RESOLVED: Committee resolved to exclude the press and public from the meeting.</p>

<p>PR14/1920</p>	<p>Future staffing arrangements Committee noted that the Deputy Town Clerk had decided to retire at the end of the month. Committee thanked her for her hard work in the post over the years.</p> <p>Councillor S. Duckles proposed, seconded by Councillor Luckraft, that:</p> <ul style="list-style-type: none"> i. The current Administrative Assistant postholder be offered the role of Deputy Town Clerk; ii. the role be offered at the same terms and conditions of the current Deputy Town Clerk postholder; iii. starting salary would be below LC substantive (18-23) at the lowest end SCP; iv. CiLCA should be undertaken by the new Deputy Town Clerk, and; v. the new contract, set to start on 2 September 2019, would be reviewed by the Committee Chairman before it was issued for signing. <p>RESOLVED: Committee resolved to instruct the Town Clerk to undertake the actions described above.</p> <p>Councillor Brogden proposed, seconded by Councillor Rowe, that:</p> <ul style="list-style-type: none"> i. Should the Administrative Assistant become vacant that the position be offered to the highest scoring unsuccessful candidate from the recruitment exercise earlier in the year; ii. if the unsuccessful candidate responds negatively then the position would be advertised in the same manner as it was earlier in the year; iii. the Town Clerk should refresh the recruitment document to be reviewed by the committee via email and then to be placed online in the week commencing 19 August 2019. <p>RESOLVED: Committee resolved to instruct the Town Clerk to undertake the actions described above.</p>
<p><u>Next meeting</u></p>	
<p>PR15/1920</p>	<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 2:30pm and finished at 3:50pm

Document published on 19 August 2019

Signed:

Print Name:

Print Position:

Date: