

**Elloughton cum Brough Town Council**

**60 Welton Road, Brough, HU15 1BH**

**Write to: PO Box 124, Brough, HU15 1YH**

**Telephone: 01482 665600**

**Website: [elloughtonbrough-tc.gov.uk](http://elloughtonbrough-tc.gov.uk)**



Minutes of the Meeting of the Personnel committee held on Tuesday 1<sup>st</sup> August 2023 in the Meeting Room, Town Council Office, The Old Library, 44 Elloughton Road, Brough, HU15 1AE.

**Members Present:** Cllr S Duckles, Cllr Luckraft, Cllr Twining, Cllr Blee, Cllr Harrison.

**Meeting Clerk:** Philippa Beverley (Town Clerk)

**Public Forum:** No members of the public in attendance

**MINUTES**

**PL81/23 Committee to elect a Chairman of the Personnel Committee for the May 2023 – May 2024 municipal year.**

Cllr Luckraft proposed, seconded by Cllr Blee that Cllr S Duckles be elected as the Chairman of the Personnel Committee for the May 2023 – May 2024 municipal year.

An amendment proposed by Cllr Harrison, seconded by Cllr Twining was put forward that Cllr Bentham be elected as the Chairman of the Personnel Committee for the May 2023 – May 2024 municipal year.

A vote was taken on the amendment, Cllr Bentham received two votes.

A vote was taken on the initial proposal was taken, Cllr S Duckles received three votes and was elected as the Chairman of the Personnel Committee for the May 2023 – May 2024.

**RESOLVED: Councillor S Duckles elected as the Chairman of the Personnel Committee for the May 2023 – May 2024 municipal year.**

**PL82/23 Committee to elect a Vice Chairman of the Personnel Committee for the May 2023 – May 2024 municipal year.**

Cllr S Duckles proposed, seconded by Cllr Blee that Cllr Luckraft be elected as the Vice-Chairman of the Personnel Committee for the May 2023 – May 2024 municipal year.

An amendment proposed by Cllr Harrison, seconded by Cllr Twining was put forward that Cllr Bentham be elected as the Vice-Chairman of the Personnel Committee for the May 2023 – May 2024 municipal year.

A vote was taken on the amendment. Cllr Bentham received two votes.

Signed: .....

Date: .....

A vote was taken on the initial proposal, Cllr Luckraft received three votes and was elected as the Vice-Chairman of the personnel committee.

**RESOLVED: Councillor Luckraft elected as Vice-Chairman of the Personnel Committee for the May 2023 – May 2024 municipal year.**

**PL84/23**      **To deliver declaration of acceptance of office** – Delivery by the Chairman and Vice-Chairman of their acceptance of office forms, unless it is resolved for this to be done at a later date.

**RESOLVED: Committee resolved to ask newly elected Chairman and Vice-Chairman to attend the Council office to sign declaration of acceptance of office.**

**PL85/23**      **To accept apologies**  
Apologies received from Cllr Bentham.

**RESOLVED: Council resolved to accept apologies from Cllr Bentham.**

**PL86/23**      **To accept Declarations of interest relating to items on the agenda.**  
No declarations of interest received.

**RESOLVED: Committee resolved no declarations of interest received.**

**PL87/23**      **To confirm as a correct record the Minutes of a meeting of the Personnel Committee held on 17<sup>th</sup> April 2023.**  
Proposed by Cllr S Duckles, seconded by Cllr Luckraft and agreed unanimously that the minutes be approved as a correct record for the meeting of the Personnel Committee held on 17<sup>th</sup> April 2023.

**RESOLVED: Council resolved to confirm and approve as a correct record the Minutes of a meeting of Personnel Committee held on 17<sup>th</sup> April 2023.**

**PL88/23**      **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.

**RESOLVED: Council resolved to exclude press and public.**

**PL89/23**      **To discuss and approve next steps regarding an issue highlighted to Town Clerk.**  
The committee received an update from the Town Clerk on an anonymous complaint made regarding a member of staff. Full details of complaint provided verbally to Council along with the documentation. Additionally details of other matters in relation to this member of staff, verbally highlighted to the committee.

A full and robust conversation and discussion took place regarding the issues highlighted by the Town Clerk.

Cllr S Duckles proposed, seconded by Cllr Luckraft and agreed unanimously that the Town Clerk contact ACAS for further guidance and to confirm steps required to be taken. While further advice is being sought the member of staff will be suspended on pay while the investigation takes place.

**RESOLVED: Town Clerk instructed to seek further guidance on the matter and report back to the Committee. While guidance and advice been gathered member of staff will be suspended on full pay. The Town Clerk will report back to the Committee.**

**PL90/23 To provide information to new Councillors around the roles, responsibilities and hours of the Town Council staff.**

The committee has received details including job descriptions of the staff. Further verbal update provided by the Town Clerk.

Discussion took place as to why the office does not open on a Friday. Town Clerk advised this has been this way for the past four years at least and the Council has never received negative feedback. The office is not largely attended by members of the public and phone calls are minimum. In principle there does not seem to be a need for the office to operate on a Friday.

**RESOLVED: Committee received documents including job descriptions of staff and also received an additional verbal update.**

**PL91/23 To note the next full Personnel Committee Meeting is to be held at 1.00pm on Tuesday 10<sup>th</sup> October 2023, at Town Council Office, The Old Library, 44 Elloughton Road, Brough, HU15 1AE.**

Committee noted time, date and location of next meeting.

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

Signed: .....

Date: .....