

Elloughton cum Brough Town Council
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Minutes of the Meeting of the Extra-ordinary Personnel committee held on Tuesday 15th August 2023 in the Town Council Office, The Old Library, 44 Elloughton Road, Brough, HU15 1AE.

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

Meeting Clerk: Philippa Beverley (Town Clerk)

Public Forum: No members of the public in attendance

MINUTES

PL92/23 To accept apologies
Apologies received from Cllr Bentham.

RESOLVED: Council resolved to accept apologies from Cllr Bentham.

PL93/23 To accept Declarations of interest relating to items on the agenda.
No declarations of interest received.

RESOLVED: Committee resolved no declarations of interest received.

PL94/23 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.

PL95/23 To receive update from Town Clerk regarding Park Attendant and approve any required actions.

The committee received a verbal update from the Town Clerk on the investigation that commenced on the 2nd August 2023 and informed the committee regarding the professional advice received.

A robust discussion took place and various avenues of action were discussed and assessed.

Cllr S Duckles proposed, seconded by Cllr Blee and agreed unanimously that due to the issue been ongoing and not resolved by previous lines of action that the Park

Signed:

Date:

Attendant would be asked to attend a disciplinary meeting on the 16th August 2023 at 11am with the Town Clerk, Deputy Clerk and Chairman of Personnel Committee. The Park Attendant would be given an opportunity to detail any reasons or explanations for the continued issues and if no reasonable and valid explanation provided then the Town Clerk and Chairman of the Personnel Committee were delegated powers to issue a Final Written Warning. The Park Attendant will be advised he will be monitored and must report to the office after completion of every shift.

Further delegation of power given to the Town Clerk and Chairman of Personnel Committee to monitor Park Attendant performance and to take any necessary actions up to and including dismissal if current issues to not see a significant improvement.

In addition the Town Clerk and Chairman of the Personnel Committee would update the Park Attendant on the anonymous complaint received. No formal action is to take place as this complaint cannot be investigated in depth as we are unable to have a conversation with the complainant. The Park Attendant will however be advised that he must keep conversations with members of the public short and polite and then continue with work.

RESOLVED: Committee resolved to delegate power to the Town Clerk and Chairman of the Personnel Committee that the Park Attendant be invited to attend a disciplinary meeting with the Town Clerk, Deputy Clerk and Chairman of the Personnel Committee and if required be issued with a Final Written Warning. It was agreed the Park Attendant will be monitored and required to report to the office at the end of each shift. Should significant improvements not be made the Committee delegated power to the Town Clerk and Chairman of the Personnel Committee to be able to take any necessary next steps.

Committee also resolved that Town Clerk and Chairman of the Personnel Committee would advise the Park Attendant that no formal action will be taken in relation to the anonymous complaint, however he must keep all interactions with visitors to the park, brief and polite and return to his work.

PL96/23

To note the next full Personnel Committee Meeting is to be held at 1.00pm on Tuesday 10th 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: