

**Elloughton cum Brough Town Council**  
**60 Welton Road, Brough, HU15 1BH**  
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Minutes of the Extra-Ordinary Meeting of the Personnel committee held on Tuesday 5<sup>th</sup> October 2021 in the Meeting Room, Elloughton cum Brough Town Council, 60 Welton Road, Brough, HU15 1BH.

**Members Present:** Cllr Bentley, Cllr Muzaffar, Cllr Luckraft, Cllr Rowe

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

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

## MINUTES

**PL18/20 To accept apologies**  
Apologies received from Cllr Flint.

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

**PL19/20 To accept Declarations of Interest relating to items on the agenda.**  
No declarations of interest received.

**PL20/20 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.

**PL21/20 To discuss and approve future staffing arrangements.**  
Town Clerk gave update, detailing requirements to cover a Maternity leave for the Deputy Clerk from March 2022 for 6 months. Possible scenarios to this cover were discussed and also requirement for more hours overall.  
Proposed by Cllr Bentley, seconded by Cllr Rowe and agreed unanimously that the current Admin Assistant have their hours increased to full time from 8<sup>th</sup> November 2021 at payscale as proposed in the meeting. That the Deputy Clerk be covered by an additional Administration role for 20 hours a week on the payscale discussed in the meeting for an initial period of 6mths. The Town Clerk was instructed to commence the recruitment process. The Town Clerk agreed that they would increase their hours to Full time from January 2022 for a temporary period until the Deputy Clerk returned from maternity.

Signed: *to Bentley* .....

Date: *11.01.2022* .....

**RESOLVED: Committee resolved to instruct the Clerk to commence the recruitment process for an Administration role of 20 hours for a maternity cover of initially 6mths on payscale agreed in the meeting. Committee also resolved to increase the current Admin Assistant hours from 18 to 37 from 8<sup>th</sup> November 2021 on payscale agreed in the meeting. Committee also resolved to agree the Town Clerk will increase to full time hours from January 2022 until the Deputy Clerk returns from maternity leave.**

**PL22/20**

**To discuss caretaker and grounds person role for the Town and approve next steps.**

Town Clerk confirmed that the recruitment process for the Caretaker role had not been successful and that it required some changes to be considered to open it up to new applicants. A robust discussion took place on possible solutions. It was proposed by Cllr Bentley, seconded by Cllr Rowe that the role be made flexible, apart from two mandatory hours on a Saturday and Sunday am to attend to the park.

**RESOLVED: Committee resolved to amend the job specification and alter the hours to be flexible apart from two hours over a Saturday and Sunday am to inspect the park. Town Clerk to amend the job specification and circulate to the committee before placing the advert.**

**PL23/20**

**To note the next full Personnel Committee Meeting is to be held at 1pm on Tuesday 12<sup>th</sup> October 2021, location to be confirmed.**

Council amended the date of the next meeting to allow for a meaningful update on recruitment. Cllr Rowe proposed, seconded by Cllr Bentley the meeting take place on Tuesday 26<sup>th</sup> October 2021 at 1pm.

**RESOLVED: Council resolved amended the date of the next Personnel Meeting to Tuesday 26<sup>th</sup> October 2021 at 1pm to allow for a meaningful recruitment update.**

Signed: D Bentley

Date: 11.01.2022