

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 Wednesday 20th October 2021 in the Meeting Room, Elloughton cum Brough Town Council, 60 Welton Road, Brough, HU15 1BH.

Members Present: Cllr Bentley, Cllr Luckraft, Cllr Rowe

Meeting Clerk: Danika Lynch (Deputy Clerk)

Public Forum: No members of the public in attendance

MINUTES

PL24/20 To accept apologies
Apologies received from Cllr Flint and Cllr Muzaffar


RESOLVED: Council resolved to accept apologies from Cllr Flint and Cllr Muzaffar.

PL25/20 To accept Declarations of Interest relating to items on the agenda.
No declarations of interest received.

PL26/20 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.

PL27/20 To discuss and approve future staffing arrangements.
Deputy Clerk updated the committee on changes since recent Personnel meeting. The current Admin Assistant has given her resignation and is currently working her 4 weeks' notice, with a leaving date of Monday, 8th of November 2021. Requirements were discussed to cover this, especially with the current Deputy Clerk due to go on Maternity leave in March 2022.

Proposed by Cllr Bentley, seconded by Cllr Rowe and agreed unanimously that the current Admin Assistant role be covered by an Administration/Events Coordinator role for 37 hours a week on the payscale discussed in the meeting. The Town Clerk was instructed to commence the recruitment process. Additionally, it was agreed to alter the period for the Administration Role (Maternity Cover) discussed in the previous meeting to 9 mths rather than 6mths. It was further agreed to bring forward the start date for the Town Clerk

Signed: .....

Date: 11.01.2022.....