

Minutes of the Personnel Committee meeting on Tuesday 13th April 2021 at 7pm. Held virtually using the GoToMeeting software

Present: Councillors Saunders(Chair), Forbes(Vice-Chair), Bamisile (at 19.29) and Hussain  
 Attendees: Interim Clerk, Mrs Karen Hill  
 Absent: Councillor Khan

The meeting started at 19.03pm

<b>PC20/19</b>	<b>Apologies for absence:</b> Cllr Riaz - work
<b>PC20/20</b>	<b>Declaration of Interest on any matter on the agenda:</b> None
<b>PC20/21</b>	<p><b>Minutes:</b> The minutes of the Personnel Committee Meeting held on 18<sup>th</sup> March 2021 were agreed</p> <p><b>Proposed: Cllr Saunders Seconded: Cllr Hussain. Vote by show of hands Unanimous. Motion passed.</b></p>
<b>PC20/22</b>	<b>Public Question Time:</b> No members of the public present
<b>PC20/23</b>	<p><b>Phased return to the Town Hall office by staff and public.</b></p> <p>The following was agreed:</p> <ol style="list-style-type: none"> <li>1. Mondays will be staff free to allow for misting to take place. Administered by the Caretakers and to be reviewed end June 2021</li> <li>2. No public interface until stage 4 of the government roadmap reached (21 June)</li> <li>3. Staff to return to the offices for 2 days a week from 17 May, 3 days a week from 8 June and 4 days a week 12 July. This is to be constantly reviewed according to government guidelines</li> <li>4. Purchase 7 x aerosol can of antiviral misting spray for use by the caretakers every Monday for office at a cost of £56.00 + VAT</li> <li>5. Allocation of £500.00 to be spent on obtaining hand sanitising hardware and refills for public access areas in Town Hall</li> </ol> <p><b>Proposed: Cllr Hussain. Seconded: Cllr Forbes. Vote by show of hands unanimous. Motion carried.</b></p>
<b>PC20/24</b>	<p>It was agreed to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 S1(2) due to the confidential nature of the business to be discussed.</p> <p><b>Proposed: Cllr Saunders Seconded: Cllr Hussain. Vote by show of hands unanimous. Motion carried.</b></p>
	Cllr Bamasile arrived 19.29pm
<b>PC20/25</b>	<p><b>To update the Committee on staff events since last full council meeting:</b></p> <p>Resignation of Community Officer and Project Officer. Leaving dates 31March 2021 and 20 April 2021 respectively.</p> <p>No further updates on Clerk and RFO position          Job evaluations with all staff have taken place</p> <p><b>Resignation of Project Officer</b>          It was agreed to advertise the Project Officer vacancy with immediate effect. Timeline agreed was advertise 3 May with applications closing 28 May. Interviews to take place 11 June. It was agreed to advertise through social media and Indeed initially to gauge response.</p> <p><b>Proposed: Cllr Hussain Seconded: Cllr Forbes. Vote by show of hands unanimous. Motion carried.</b></p> <p><b>Community Officer replacement</b>          It was agreed to recruit for this role once the new clerk is in place</p> <p><b>Town Clerk Vacancy</b></p>

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	<p>It was decided that the vacancy would be advertised on the SLCC website for another 3 weeks at a cost of £289.00 as well as through the various clerks forums, social media, national local government forums, Twitter and LinkedIn.</p> <p><b>Job descriptions</b> After much discussion, it was agreed to recommended changes and wording in the following job descriptions (negotiated with staff)</p> <ul style="list-style-type: none"> <li>a) Communications Assistant</li> <li>b) Community Officer (For events and engagement)</li> <li>c) Finance Officer</li> <li>d) Assistant Clerk</li> <li>e) Projects Officer</li> <li>f) Town Clerk</li> </ul> <p>Caretakers roles to remain as is.</p> <p><b>Proposed: Cllr Bamisile. Seconded: Cllr Forbes. Vote by show of hands unanimous. Motion carried.</b></p> <p><b>Job evaluations, salary and hours recommendations:</b> After a thorough review and in depth discussion all the recommendations made by the Clerk were agreed for recommendation to Full council.</p> <p><b>Proposed: Cllr Hussain. Seconded: Cllr Forbes. Vote by show of hands unanimous. Motion carried.</b></p>
	The Interim Clerk left the meeting
<b>PC20/26</b>	It was agreed unanimously to retain the Interim Clerk on current terms until end May and with revised terms of working from home in June 2021.

There being no further business to discuss the meeting closed at 21.01

Accepted as a true and accurate record of the meeting

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CHAIR

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DATE