

Minutes of a meeting of the Personnel Committee of Wolverton and Greenleys Town Council, held on Thursday 7th May 2020 at 7.00pm, at Town Hall, Creed Street, MK12 5LY



Councillors present: Councillors Saunders (Chair), Cllr Forbes and Cllr Swanepoel- Leigh

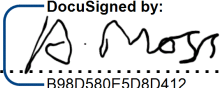
Also present: Sally McLellan- Town Clerk

Absent: None

PE18/8	Apologies for absence- All members were in attendance.
PE19/9	Declaration of Interest on any matter on the agenda There were no declarations of interest.
PE19/10	Public Question Time There were no questions from members of the public.
PE19/11	Minutes of the meeting on 25th June 2019 It was RESOLVED to agree the minutes of the Personnel Committee on 25 th June 2019 a true and correct record.
PE18/12	Exit interview: Note the exit interview for the Finance Officer and any recommendation The exit interview for the Finance Officer was received and it was noted that the Clerk will investigate using an alternative software accounting package such as EdgeIT, and submit a proposal to Full Council.
PE18/13	Employee Handbook updates: Consider including a mileage rate for electric vehicles. It was RESOLVED adopt the HMRC Advisory Electricity Rate (AER) for plug-in cars used for business purposes at 4 pence per mile. This change to be incorporated in the Employee Handbook. The council can also consider incorporating this for members in their Members Expenses Policy at their Full Council Meeting.
PE18/14	Consider including an incentive for 100% employee attendance. It was RESOLVED not to proceed with an incentive for 100% employee attendance at this time.
PE18/15	Consider introducing a cycle to work scheme. It was RESOLVED to integrate the HMRC cycle to work incentive scheme into the Employee Handbook.
PE18/16	Parental Bereavement leave. It was RESOLVED to adopt the policy as recommended by HR, but flexibility on the notice of parental leave after 56 days to be left to the discretion of the Clerk.
PE18/17	Exclude the press and public due to the confidential nature of the business to be discussed It was RESOLVED to exclude the press and public due to the confidential nature of the business to be discussed.

PE18/18	COVID19 staffing arrangements: Consider the caretaker duties during COVID19 It was RESOLVED to reinstate the caretakers to full-time as soon as possible and each duty to be risk assessed to determine which duties are safe to resume, which in turn would determine their workload. In line with the advice from the SLCC.
PE18/19	Consider the employment options for the caretakers during COVID19 and make recommendations to Full Council. It was RESOLVED to recommend to Full Council that both caretakers are paid full pay from 21 st April and that the Area Caretaker to have reinstated the holiday leave used from 2020/2021 entitlement from 23 rd March-20 th April.
PE18/20	Salary scales: Review the salary scales for each role and make any recommendations to Full Council. It was RESOLVED to recommend the reworked pay scales to Full Council. The Clerk was congratulated on her diligence in completing and achieving success in higher qualifications of the Community Governance Course run by De Monfort University.

The Chair closed the meeting at 21.12

Signed.....

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Date..... 19/5/2020