

Garstang Town Council Personnel Committee
7.00pm, 28 November 2018

Minutes

Present: Councillors Allan, Brooks, Perkins and Salisbury
Also present E Parry (Town Clerk)

004(2018-19) Apologies for absence

Cllrs Leech (work commitments; arrived at 8.00pm) and Webster

005(2018-19) Minutes of the last meeting

A copy of the minutes of the Personnel Committee meeting held on 15 October 2018 had been circulated. Cllr Allan's notes of the meeting (marked confidential) had also been circulated.

Resolved: The minutes of the meeting were confirmed and signed as a true record.

006(2018-19) Terms of reference for Personnel Committee

Cllr Allan reported that the current Terms of Reference (ToR), approved by the Personnel Committee on 30/11/18, are not fit for purpose.

A revised Terms of Reference had been circulated with the agenda paper for consideration. Cllr Allan reported that the ToR makes roles and responsibilities clear and unambiguous.

Resolved: The Committee approved the following Terms of Reference:

Terms of Reference

1. The Chairman will be appointed at the first Personnel Committee meeting, after the Annual meeting of the Council, and will hold office for a maximum term of 4 years, but requires re-election annually.
2. The Committee will comprise 6 members
3. The Quorum of the Committee will be 3 members

4. Responsibilities and Functions

4.1. Chairman

- 4.1.1. will sign off timesheets at least monthly
- 4.1.2. will review workload and priorities monthly
- 4.1.3. will monitor and report on activities that require extended working over and above contracted standard hours
- 4.1.4. will report any concerns or issues to the Personnel Committee
- 4.1.5. will be responsible, with the Mayor, for ensuring Appraisals are completed on time
- 4.1.6. will be responsible, with the Mayor, for approving holiday requests and TOIL

4.2. Committee

- 4.2.1. Power to appoint new staff
- 4.2.2. To recommend contractual salary increments within National pay scales to GTC in March
- 4.2.3. To inform GTC of any nationally negotiated pay awards under contractual agreements
- 4.2.4. To agree modifications to Terms and Conditions of employment if and when required and within budget constraints

- 4.2.5. To hear, consider and recommend for approval or otherwise any re-grading applications
- 4.2.6. To appoint 2 members to hear and deal with any issues raised under the grievance policy, complaints policy and disciplinary procedures
- 4.2.7. To appoint 2 members to provide oversight of the Town Crier's role and duties, including review and agreement of Terms and Conditions
- 4.2.8. To appoint 2 members to review all GTC resolutions for impact on Standing Orders, Financial Regulations and Code of Conduct to ensure that any required amendments are tabled for approval by GTC
- 4.2.9. To appoint 2 members to be points of contact for the Lengthsman, in the Clerk's absence

5. Meetings

Late October/early November 2018 to report back on staff annual appraisals, review employment policies and staff salaries

May 2019 – to report back on staff annual appraisals.

November 2019 - to report back on staff half year appraisals
(As per Full Council minute 086(2018-19), 15/10/2018)

007(2018-19) Exclusion of the Press and Public

It was resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information. There were no members of the press or public present.

008(2018-19) Staff appraisals

The Committee were asked to consider the two objective sections taken from the appraisal forms of the Clerk and Lengthsman and approve them.

The Committee noted that both employees were at the maximum of their scales. Cllrs Brooks and Salisbury wished to see sight of the signed full copy of the employees' appraisals. Cllr Allan replied that the full appraisal documents were confidential to the appraisers and appraisees.

Resolved: The Committee accepted the staff objective sections of the appraisal form. The Committee **further resolved** that:

- a) They wished to see sight of the advisory note that stated that the signed full copy of the employees' appraisals should not be circulated to the Personnel Committee.
- b) The Chair and Clerk checks to see if the objectives can be made public.
- c) The Clerk to report what the name of the course was, that the Lengthsman is studying for.

009(2018-19) Review of employee documents

Cllrs had received copies of contracts of employment for both the Clerk and the Lengthsman. Cllr Allan reported that having reviewed standing orders and financial regulations, these papers are confidential documents (circulated with the agenda on green paper showing that they are confidential).

The Committee noted the following:

- a) **Clerk's contract of employment**
 - i. the Clerk's signed contract of contract of employment, 2005
 - ii. the Clerk's unsigned contract of employment 2009, with comments,
- b) **Lengthsman's signed contract of employment 2006**
- c) **Clerk's job description**
- d) **Lengthsman's job description**
- e) **Pay Scales**

Both employees employed under the National Joint Council for Local Government Services (NJC)

- i. Clerk - Part-time clerk, LC2 range SCP 26-38
 - ii. Lengthsman - Part time Lengthsman, scale point SCP 6 -13
- f) Percentage Pension Contributions by TC and individual**

The Town Council employees are members of the Local Government pension scheme.

Town Council employer contribution	17.5% for both employees
Clerk employee contribution	5.8%
Lengthsman employee contribution	5.8%

Resolved:

The Committee acknowledged receipt of the documentation.

The Committee agreed that the 2009 Clerk contract (which had been updated) be signed and dated.

Cllr Brooks and Salisbury asked that the Clerk's and Lengthsman's salary be itemised and detailed individually on the agenda and minute papers. The Chair agreed to provide them with the documentation which details if this can be done.

010(2018-19) Clerks Hours and Accrual, Cllr Allan

Resolved

The Committee agreed that the following be taken to Full Council (21/1/2019) for ratification.

1. That the Clerks standard hours are amended to a flat 24 hours per week. That would add an extra 42 hours to the Clerks standard hours. This should eliminate any unauthorised hours.
2. That the Clerk and Lengthsman time sheets are signed of at least monthly so that we can monitor any additional hours worked. Agree +/- TOIL hours to be 15 c/f.

011(2018-19) Public Bodies (Admission to meeting) Act 1960 re-admittance of the press and public.

That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business being concluded, the press and public be readmitted to the meeting.

There being no further business the meeting was closed at 8.22pm