

Garstang Town Council Personnel Committee
7.00pm, 5 March 2019
Garstang library

Minutes

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

012(2018-19) Apologies for absence

Cllrs Leech and Webster

013(2018-19) Minutes of the last meeting

A copy of the minutes of the Personnel Committee meeting held on 28 November 2018 had been circulated.

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

014(2018-19) Points to address from Personnel Committee meeting 28/11/18

Resolved: The Committee noted and approved that:

- a) **Appraisals are confidential;** the appraiser(s) and appraisee only will normally see the appraisal record and this is certainly best practice for the fact that an appraisal has taken place to be reported to council but for the contents to remain confidential.
Ref: *SLCC ADVICE NOTE: Appraisals Publication from SLCC and Ellis Whittam; The Society's Employment Law Advisor*
- b) Lengthsman's course – The Clerk to update the Committee with the name of the course.
- c) Employees individual net salaries will not be disclosed. Ref: *ICO Requests for personal data about public authority employees Freedom of Information Act Environmental Information Regulations*

Cllr Brooks asked that a breakdown of salaries be detailed in the annual approved budget of the Council. At this point of the meeting (7.15pm) Cllr Perkins resigned from the Committee. The Chair replied that this request should be taken up with the Finance Committee.

015(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.

016(2018-19) Staff contracts

Resolved: The Committee approved the Clerk and Lengthsman's contract of employments in line with the NALC & SLCC 2011 model contract. There were a couple of alterations that were delegated to the Clerk and Chairman. The updated contracts supersede previous contracts, however all signed previous contracts will be kept on file. The Mayor will be asked to sign the contracts.

017(2018-19) 2018-19 Annual Leave of the Clerk

Resolved: The Committee approved that the Clerk is allowed to carry forward a maximum of 10 days A/L until 1/9/19.

018(2018-19) Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public

To resolve that the confidential business having been concluded, the press and public be re-admitted to the meeting.

019(2018-19) Date of next meeting

May 2019 – to report back on staff annual appraisals.

There being no further business the meeting was closed at 7.56pm