

Garstang Town Council Personnel Committee
30 November 2017

Minutes

Present: Councillors Allan, Brooks, Leech, Perkins, Salisbury and Webster.

The Clerk was present at the meeting. The Mayor attended in the capacity as a member of the public

001(2017-18) Appointment of Chairman

Cllr Allan was appointed Chairman for the 2017/18 civic year

002(2017-18) Programme of meetings for the year (standing order 15)

The Committee agreed that the meetings should be held 'as and when' required.

003(2017-18) Apologies for absence

None

004(2017-18) The Committees roles and functions

In light of the 2 new Cllrs joining the Committee, the Clerk outlined the following terms of reference for the Personnel Committee that were approved at the Council meeting held in April 2008.

PERSONNEL COMMITTEE

The Committee will comprise 6 members.

The Quorum of the committee shall be 3 members

The committee shall undertake the following roles and functions

- (a) Power to appoint new staff
- (b) Power to appoint agree new salaries and terms and conditions within existing budgets
- (c) Power to hear and deal with grievance complaints and disciplinary procedures
- (d) Power to hear and recommend for approval re-grading applications
- (e) To carry out appraisals for the Town Council staff
- (f) To agree the terms & conditions for the Town Crier in position

The Clerk asked if the Committee wished to make any revisions to the terms of reference.

Resolved: The Committee did not make any revisions to the terms of reference. The Committee agreed that the terms of reference should be published on the Council's website.

005(2017-18) Exclusion of the Press and Public

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, councillors resolved to exclude the press and public to discuss employment matters. The Mayor left the room.

006(2017-18) Appraisals

The Committee had received copies of the appraisal forms for the Clerk and Lengthsman. The Clerk's appraisal had been carried out on 5 April 2017 and the appraisal of the Lengthsman, 27 February 2017.

Resolved

The Committee approved the Clerk's and Lengthsman's appraisals. In addition the Committee wished to minute that

- (a) the Lengthsman is a tremendous asset to the Council and takes great pride in his work.

(b) The Clerk was thanked for her work over the past year.

The Chair, Cllr Allan, offered to assist the Mayor and deputy Mayor with the appraisal process for the Clerk and general support to the Clerk. The Committee were in agreement and it was agreed that Full Council should be asked to ratify this decision at the next available meeting.

007(2017-18) Lengthsman hours

The Clerk explained that the Lengthsman currently works March – October 33 hours, plus 2 hours on Kepple Lane sensory Park between March and September. These extra 2 hours have been carried out on an annual basis and are included on the payroll with pension benefits.

Further to the lengthsman's appraisal, Cllr Harter and the Clerk are proposing that the additional 2 hours (for KL park) is extended into the month of October and be included permanently in the Lengthsman's contract.

Going forward this will mean:

March – October 35 hours/week – includes 2 hours specifically KL sensory garden

November – February 26 hours/week

The finance implications are estimated as less than £100/annum.

Resolved: The Committee agreed to the extension of hours into October. Full Council will be asked to ratify this decision at the next available meeting.

008(2017-18) Town Crier Cllr support

Further to outgoing Lynn Harter standing down from the Council, the Committee considered if a Cllr replacement is required to help support the Town Crier.

Previously Cllrs Perkins and L Harter have attended quarterly meetings with the Clerk, to support the Town Crier with any queries relating to her role or attendance.

Resolved: Cllr Allan agreed to join the support group

009(2017-18) Date of meeting and items for the agenda

As required

The meeting closed at 19.30