



Minutes of the Personnel Committee Meeting on Thursday 25th October 2018

Present

Chairman: Cllr Squire
Councillors: Chadwick, Read and Webster
In attendance: Town Clerk

36. Apologies for Absence

Apologies were received and accepted from Cllrs Beer and Sanham.

37. Declaration of Interest

No declarations of interest were made.

38. Public Question Time

There were no members of the public present

39. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the Personnel Committee meeting on Tuesday 2nd October 2018.
(moved Cllr Chadwick; seconded Cllr Webster)

40. Sickness Absence Management Policy

Discussion took place around:

- Page 1 – That paragraph three is added to, in order to make it clear that an employee is only eligible for sickness benefit upon successful completion of their probationary period
- Page 2 – under the section on additional leave requests that the first sentence of the first paragraph is amended to read 'Staff should arrange to attend personal appointments in their own time'
- Page 3 – That the second and third paragraphs relating to cancer be removed from the policy
- Page 5 – Under the paragraph setting out which situations are classed as unauthorised absence that the second bullet point is amended to read 'absence with no covering Seaton Town Council sickness absence certificate and/or FIT Note where appropriate'
- Page 5 – Under the section on prolonged absence to add in a sentence defining what a prolonged absence is i.e. 'a prolonged absence is a period of absence in excess of 1 month'
- Page 7 – third paragraph down, to add in reference to the fact that if the member of staff is unable to contact the Town Clerk that they call the Mayor or Vice Mayor to make them aware of their absence
- Page 8 – Under the section on return to work to include reference to the return to work interview

- Page 9 – Under the section on monitoring absence, paragraph one, that family member is added into the list of people the employee can be accompanied by

The Committee **RECOMMENDED** the Sickness Absence Management Policy to Council subject to the above listed amendments being made.
(moved Cllr Chadwick; seconded Cllr Read)

41. Staffing Budget

Discussion took place around:

- The Council's staffing budget would be underspent at the end of the financial year
- Offering the Admin and Finance Assistants additional hours for an interim period of time
- The need to review the Dog Wardens job description in light of changes to dog legislation
- The need to purchase a body camera for the Dog Warden
- The need to purchase a work mobile telephone for the Town Maintenance Operative

The Committee **RESOLVED** to offer the Admin and Finance Assistants additional hours up to 25 hours total per week for a temporary four month period and that the staffing situation will be reviewed at the end of the period.
(moved Cllr Squire; seconded Cllr Read)

42. Confidential Items

Cllr Beer moved, and the Committee **RESOLVED** that in accordance with the Council's Standing orders the press and public be excluded from the meeting during the discussion of agenda items 8 to 10 as there was likely to be disclosure of confidential information as matters were being discussed that could identify individual(s).

43. Minutes

The Committee **RESOLVED** to approve the confidential minutes of the meeting on Tuesday 2nd October 2018
(moved Cllr Webster; seconded Cllr Chadwick)

44. Training Plan

The Committee discussed training and development needs arising from staff appraisals

45. Staffing Matters

The Committee considered the staffing matters papers

The meeting ended at 9.40pm

Chairman: _____

Dated: _____