



Minutes of the Personnel Committee Meeting on Thursday 2nd August 2018

Present

Chairman: Cllr Beer

Councillors: Chadwick, Read, Sanham, Squire and Webster

In attendance: Town Clerk
Cllr Hartnell

1. Election of a Chairman

Cllr Sanham nominated Cllr Beer as Chairman of the Personnel Committee for the 2018/19 Municipal Year

Cllr Read seconded the proposal.

There were no other nominations.

The Committee **RESOLVED** to approve the election of Cllr Beer as Chairman of the Seaton Town Council Personnel Committee for the remainder of the 2018/19 Municipal Year.

2. Election of a Vice Chairman

Cllr Sanham nominated Cllr Squire as Vice Chairman of the Personnel Committee for the 2018/19 Municipal Year

Cllr Read seconded the proposal.

There were no other nominations.

The Committee **RESOLVED** to approve the election of Cllr Squire as Vice Chairman of Seaton Town Council Personnel Committee for the remainder of the 2018/19 Municipal Year.

3. Apologies for Absence

There were no apologies as all Councillors were present.

4. Declaration of Interest

No declarations of interest were made.

5. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the Personnel Committee meeting on Tuesday 1st May 2018.

(moved Cllr Sanham; seconded Cllr Beer)

6. Sickness Management Policy

Discussion took place around:

- That entitlement to sick pay should start following the completion of the probationary period
- The Town Clerk to circulate the Devon Association of Local Councils (DALC) document for consideration at the next meeting

- How Statutory Sick Pay (SSP) is operated – as the Council can no longer claw back SSP
- The need to look at Occupational sick pay e.g. whether the policy exclude cosmetic procedures

The Committee **RESOLVED** that these points be look at in more detail and the document be brought back to the next meeting of the Personnel Committee (moved Cllr Sanham; seconded Cllr Read)

7. Assistant to the Town Clerk

Discussion took place around:

- The need to review what the postholder does to ensure that it doesn't double up with the work of the Town Clerk
- The Town Clerk to circulate her task list so that it can be discussed at the next meeting
- The possibility of the Administration and Finance Assistants doing extra hours to assist the Town Clerk for an interim period of time

The Committee **RESOLVED** to defer this until the next Personnel Committee meeting (moved Cllr Sanham; seconded Cllr Beer)

8. Town Maintenance Officer

Discussion took place around the following:

- Instances that have cropped up whilst the Town Maintenance Officer has been out of the office
- The Council's Grounds Maintenance Contractor has helped with any tree problems in the past
- East Devon District Council's (EDDCs) play area inspector has helped with any problems with play areas in the past
- The Town Clerk to talk to other local councils to see if they are interested in a reciprocal arrangement to cover time off and sickness
- The Town Clerk to check with the Town Maintenance Officer as to which Parish paths he reviews
- The need for the Council to consider how the £7,500 received from EDDC is spent

The Committee **RESOLVED** that an item be put on the next agenda of the Finance and General Purposes Committee to consider the £7,500 payment received from EDDC.

(moved Cllr Beer)

During this item Cllr Hartnell declared a Personal Interest as a member of East Devon District Council

9. Staff Appraisals

Discussion took place around:

- Councillors having access to appraisals and confidentiality issues

- How responses to any matters raised by Councillors would be fed back to them. The Town Clerk confirmed that she would bring a report to the Personnel Committee once appraisals had been completed covering any matters raised by Councillors as well as any concerns raised and any training and development needs
- The need to have a couple of Councillors supporting the Town Clerk and trialling this for 6 months
- The need to add wording from the ACAS guidance to the Appraisal paperwork regarding an appeals process

The Committee **RESOLVED** that two councillors (the Chairman and Vice Chairman of the Personnel Committee) provide mentoring and support for the Town Clerk and that this is trialled for 6 months
(moved Cllr Squire; seconded Cllr Sanham)

The Committee **RECOMMENDED** to Council that the ACAS wording regarding appeals is added to the Appraisal Process
(moved Cllr Read; seconded Cllr Beer)

10. Confidential Items

Cllr Beer moved, and the Committee **RESOLVED** that in accordance with the Councils Standing orders the press and public be excluded from the meeting during the discussion of agenda items 11 to 13 as there was likely to be disclosure of confidential information as matters were being discussed that could identify individual(s).

Cllr Hartnell left the meeting at this point

11. Minutes

The Committee **RESOLVED** to approve the confidential minutes of the meeting on 21st March 2018
(moved Cllr Squire; seconded Cllr Sanham)

12. Appraisals

The Committee discussed staff appraisals

13. Staffing Matters

The Committee considered the staffing matters papers and agreed the recommendations as set out in the paper

The meeting ended at 10.55pm

Chairman: _____

Dated: _____