



Garstang Town Council

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Personnel Committee Meeting, 20th March 2023 Minutes

Minutes of the Personnel Committee meeting, held at Garstang library, on 20 March 2023, 6.30pm.

Present

Chairman: Cllr Mitchell

Councillors present: Dyer, Mitchell and Webster

Also present: Town Clerk Edwina Parry

1(2022-23) Apologies for Absence

Councillor Brooks and Leech.

2(2022-23) Declaration of Interests and Dispensations

There were no disclosures of pecuniary and non-pecuniary interests and dispensation requests from Councillors.

3(2022-23) Minutes of the last meeting

A copy of the minutes of the Personnel Committee meeting held on 11 May 2022 had been circulated.

Resolved: The minutes of the Personnel Committee meeting held on 11 May 2022 were confirmed and signed as a true record.

4(2022-23) Committee Terms of Reference and Scheme of Delegation

The Clerk reminded the Committee of the [Terms of Reference and Scheme of Delegation](#)

5(2022-23) Public Bodies (Admission to Meetings) Act 1960 - 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 involved the likely disclosure of sensitive and confidential information. There were no members of the press or public present.

6(2022-23) Chairman's report, Councillor Mitchell

The Chair gave a verbal update report, that included

- a) Acknowledging the delay in getting a quorum together for a Personnel Committee meeting.

- b) Financial regulation 4.4 had been covered by Finance and Amenities Committee and Full Council.
- c) Ensuring that the Personnel Committee had a good team in place before the possible forthcoming elections.
- d) The Committee need to address employee management policies.

7(2022-23) Councillors Responsibilities as Employers, Clerk and Councillor Mitchell

The Clerk advised the Committee of the following.

- a) SLCC advice

One of the key areas which challenges relationships between councillors and clerks is the council's responsibility as employer for the clerk. Councils which support and value their staff are better able to deliver their objectives and adapt to changing needs or priorities. Whether the council employs a single member of staff for a few hours a week, or a large and varied team of individuals, good employment practice from recruitment through to support and development is key to achieving the best outcomes for your communities.

- b) The Civility and Respect Project team have worked to deliver a series of podcasts explaining councils responsibilities as employers.

Podcast 1 – Building an effective personnel committee

Resolved: The Committee noted that no one individual Councillor can exercise line management responsibility for the Clerk. The Committee agreed that Councillors Mitchell (Chair of the Committee), Dyer and Webster support the Clerk through her day to day activities. This resolution would be added to the Committee Terms of Reference and Scheme of Delegation.

The Committee **further resolved** that the following detail be added to the Committee Terms of Reference and Scheme of Delegation.

'That the management support team for the Clerk (Cllrs Mitchell, Dyer and Webster) meet fortnightly with the Clerk to provide support to the Clerk.

8(2022-23) Employees additional days leave, Councillor Mitchell

Councillors noted the following Full Council minute, 108(2022-23) Personnel Report

In addition, the National Joint Council (NJC) has agreed that from 1 April 2023, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement.

The Personnel Committee will address this item.

Resolved: The Committee approved that, from 1 April 2023, employees receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement and that employees contracts are amended accordingly.

9(2022-23) Appraisals, Councillor Mitchell

The Committee noted that the Lengthsman's appraisal had been signed off in August 2022. The Clerk had received a completed copy of the appraisal that morning, 20/3/2023, from her appraisal in August 2022.

The Committee acknowledged that the appraisal process needed to be reviewed.

Resolved: That the management support team for the Clerk, carry out the Clerk's appraisal. A report from the Mayor to be incorporated into the appraisal process. The Chair of Personnel to lead the appraisal.

The Committee **further resolved** that there is a 6 month appraisal review with employees and incorporated into standing orders and added to the Committee Terms of Reference and Scheme of Delegation..

The Committee **further resolved** that the appraisal forms are reviewed by the Clerk in consultation with the management support team for the Clerk.

The Committee **further resolved** that point 19c of standing orders would need to be amended accordingly.

10(2022-23) Funeral leave/compassionate policy, Councillor Mitchell

The Clerk advised that the Council should have a Funeral leave/compassionate policy in place for employees. She had collated a number of policies from other Council's based on advice from SLCC (which had been detailed in the Appendix) for guidance.

Resolved: The Committee recommended that the Compassionate Leave Policy, as proposed by Councillor Mitchell, be submitted to the Town Council for approval.

The Committee **further resolved** to retrospectively award 3 days Compassionate Leave to the Clerk based on the new policy, subject to Full Council approving the policy.

11(2022-23) Clerk's Annual Leave carry forward to 2023/2024 allowance, Councillor Mitchell

Resolved: The Committee agreed the outstanding annual leave of the Clerk (more than 5 days and less than 10 days) could be carried forward into 2023 – 2024.

12(2022-23) Lengthsman, Councillor Mitchell

This item was deferred due to time constraints.

13(2022-23) Library – rental of office space, Councillor Mitchell

Resolved: That the Chair of Personnel make enquiries with LCC to use the library on a fortnightly basis and bring back costs for Full Council to consider.

14(2022-23) Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public

It was **resolved** that the confidential business having been concluded, the press and public be re-admitted to the meeting.

15(2022-23) Review of Personnel Policies, Clerk – for decision

a) Equality and Diversity Policy

Resolved: This item was not discussed due to time constraints.

b) Health and Safety Policy

Resolved: This item was not discussed due to time constraints.

16(2022-23) Town Crier, Councillor Mitchell

Resolved: This item was not discussed due to time constraints.

17(2022-23) Date of next meeting

Meeting dates for the Civic year 2023-24 are to be determined at the Annual Town Council meeting.

Resolved: That the next Personnel meeting to take place on Wednesday 7.00pm, 28 June 2023.

The Meeting Finished at: 7.33pm