



# Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: [clerk@garstangtowncouncil.gov.uk](mailto:clerk@garstangtowncouncil.gov.uk)

Web: [www.garstangtowncouncil.gov.uk](http://www.garstangtowncouncil.gov.uk)

Garstang Scout and  
Guide Headquarters,

Kepple Lane

Garstang

PR3 1PB

## Personnel Committee Meeting, 31<sup>st</sup> July 2023 Agenda

### Public Copy

#### **Personnel Committee Members and members of the press & public**

You are summoned to a meeting of the Personnel Committee to consider the items detailed on the attached agenda.

The meeting will be held at Garstang library, Windsor Road,  
Garstang, PR3 1EX

on Monday, 31<sup>st</sup> July 2023 at 7.00pm.

If you are unable to attend please could you submit an apology to the Clerk.

#### **Members of the public and press are invited to attend the meeting**

Please contact the Clerk by 13.00, Monday, 31<sup>st</sup> July 2023, to express your interest in attending the meeting.

#### **Recording of Public Council Meetings**

Please be aware that the public meeting may be recorded for the accuracy of the minutes.

As per standing orders 12g; for any meeting that has been recorded the recording will be kept for a period of 6 months after the minutes have been approved as accurate before the recording is deleted.

*E Parry*

Town Clerk

26<sup>th</sup> July 2023

# Agenda

- 1) **Appointment of Chairman**  
The Committee are asked to appoint a Chairman, and if they choose a Deputy-Chairman, of the Committee.  
Reference: the Committee of the [Terms of Reference and Scheme of Delegation](#). Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Deputy-Chairman who shall hold office until the next Annual Meeting of the council.
- 2) **Apologies for Absence**  
To receive apologies for absence.
- 3) **Declaration of Interests and Dispensations**  
To receive disclosures of pecuniary and non-pecuniary interests and dispensation requests from Councillors on matters to be considered at the meeting.
- 4) **Minutes of the last meeting – for decision**  
Councillors are asked to approve, as a correct record, the minutes of the meeting held on 20 March 2023 (circulated on teams).
- 5) **Reference material – for information**
  - a) The Clerk is reminding the Committee of the [Terms of Reference and Scheme of Delegation](#)
  - b) [The Good Councillor's guide to employment](#) gives practical guidance on recruiting and managing employees effectively and in compliance with employment legislation up to the publication date. The guide has been circulated on Teams.
  - c) Building an effective Personnel Committee  
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.  
  
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](#)  
In this first podcast Chris Moses explains the importance of ensuring local councils have an effective personnel committee, what the responsibilities of the committee are and gives an overview of the key issues including:
    - Who is best suited to be on the committee?
    - Effective Terms of Reference.
    - Having the right contacts
    - Statutory requirements for effective line management.

There is a summary at 20.10!

- 6) **Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public**  
To resolve that in accordance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the remainder of the business, the press and public be excluded from the meeting.
- 7) **Chairman's Report**  
There is no report as there was not a Chairman in place at the time of publishing the agenda.
- 8) **Councillors Responsibilities as Employers – for decision**
- 9) **Appraisals – for decision**
- 10) **Lengthsman – succession planning – for decision**
- 11) **Library – rental of office space – for decision**
- 12) **Risk register, Councillor Atkinson (circulated on file) – for decision**
- 13) **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.
- 14) **Town Crier – for decision**  
This item was placed on the agenda by former Councillor Mitchell for the meeting on 20/3/2023. However, the item was deferred due to time constraints.  
  
Councillor Mitchell is proposing, as per the Committee's Terms of Reference and Scheme of Delegation, that 2 members are appointed to provide oversight of the Town Crier's role and duties including review and agreement of Terms and Conditions  
  
Does the Committee wish to consider this item?
- 15) **Review of Personnel Policies, Clerk – for decision**  
**a) Equality and Diversity Policy**  
The Town Council's [Equality and Diversity Policy](#) was last reviewed on 17/09/2018.  
The Town Clerk is advising that the policy is updated as recommended by SLCC, circulated on Teams, and that the Personnel Committee recommend to Full Council on 17 July 2023 that the policy be adopted.  
  
**b) Health and Safety Policy**  
The Town Council's [Health and Safety Policy](#) was last reviewed on 17/09/2018.  
The Town Clerk is advising that the policy is updated as recommended by SLCC, circulated on Teams, and that the Personnel Committee recommend to Full Council on 17 July 2023 that the policy be adopted.
- 16) **Date of next meeting**  
[13 September 2023, approved by Full Council](#)