

# UNADOPTED POLEGATE TOWN COUNCIL

## PERSONNEL COMMITTEE

Minutes of the meeting held on Friday 12<sup>th</sup> February 2016, Council Chambers, 49 High Street, Polegate at 7.45 am

**Present:** Cllrs Mrs C Berry, Ms A Snell, D Watts, Mrs M Piper, M Falkner, B Goodwin

**Not Present:** Cllr T Bennett, D Shing, Mrs S Dobson

No Members of the public

| Minute No    | Subject/Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Action |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>11643</b> | <b>Opportunity for Public Comment</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |
| <b>11644</b> | <b>Apologies for absence</b><br>Cllrs T Bennett, D Shing, Mrs S Dobson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |
| <b>11645</b> | <b>Declarations of interest in any matters on the agenda</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |
| <b>11646</b> | <b>Minutes of Meeting 9<sup>th</sup> November 2015 (already adopted)</b><br>The minutes were agreed signed as accurate by the chair<br><b>VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, Mrs M Piper, M Falkner, B Goodwin</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |
| <b>11647</b> | <b>Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (staff details)</b><br>It was resolved that in pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted (staff will be discussed)<br><b>VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, Mrs M Piper, M Falkner, B Goodwin</b> |        |
| <b>11648</b> | <b>Maintenance person cover – for info</b><br>Cover was discussed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |
| <b>11649</b> | <b>Movement of funds from pensions budget code and overtime codes to a new ear marked reserve to pay for temporary staff cover/locum</b><br>It was recommended to resolve that the remaining budget held under the pension code and the remaining budget for overtime (at the end of the financial year) be moved to an ear marked reserve to pay for temporary staff cover/locum <b>VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, Mrs M Piper, M Falkner, B Goodwin</b>                                                                                                                                                                                                                                                                                                               |        |
| <b>11650</b> | <b>Pensions auto enrolment</b><br>It was recommended to resolve to pay the minimum % (at present 1%) into the new pension scheme which is expected to be the NEST scheme (to be resolved at full council). <b>VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, Mrs M Piper, M Falkner, B Goodwin</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |
| <b>11651</b> | <b>Salary increments for staff re budget figures from 1<sup>st</sup> April 2016</b><br>It was recommended to resolve to increase the staff salaries by 1 increment to keep the differential as the lowest paid staff move up to minimum wage as per new legislation according to the budget figures. This to take affect on 1 <sup>st</sup> April 2016. <b>VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, Mrs M Piper, M Falkner, B Goodwin</b>                                                                                                                                                                                                                                                                                                                                         |        |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>11652</b> | <b>Office closure in August – for info</b><br>The committee were informed about the closure of the office in August                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>11653</b> | <b>Discussion regarding cover for clerk absence/ holiday and temporary pay increase or honorarium for the admin/committee clerk for longer cover.</b><br>It was recommended to resolve that for longer periods of absence the clerk would pay the admin/committee clerk an increased salary to cover the post to come from the new ear marked reserve for temporary cover. This would be paid as a direct hourly rate for hours outside of her normal working hours or a differential if within her normal working hours (20 per week) rate to be determined by the clerk in liaison with the chair of personnel. VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, Mrs M Piper, M Falkner, B Goodwin |  |
| <b>11654</b> | <b>Potential of admin/committee clerk doing CiLCA</b><br>It was recommended to resolve that the admin/committee clerk would be permitted to do CiLCA should she wish, hours to be paid for by the council and the course fee to be paid for by the council. VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, Mrs M Piper, M Falkner, B Goodwin                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>11655</b> | <b>Litter picker sponsorship</b><br>It was recommended to resolve that the sponsor would be able to increase their sponsorship from 2 ½ hours to 3 per week and would be advised and invoiced accordingly. VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, Mrs M Piper, M Falkner, B Goodwin                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>11656</b> | <b>Informal Review of job descriptions and contracts Cllr Ms Snell &amp; Town Clerk</b><br>It was recommended to resolve that the clerk and Cllr Ms Snell informally review the job descriptions and contracts and notify personnel committee of changes/new posts required (if any). VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, Mrs M Piper, M Falkner, B Goodwin                                                                                                                                                                                                                                                                                                                             |  |
| <b>11657</b> | <b>Delegated authority for clerk to use ear marked reserve or general reserve (to set limit) to appoint temporary locum/clerk assistance to facilitate the expedition of larger projects</b><br><br>It was recommended to resolve to delegate to the clerk to use the new ear marked reserve (for temp staff cover) or general reserves as required within a specified limit (to be agreed by the clerk and chair of personnel) to appoint temporary/locum/clerk assistance to facilitate the expedition of larger projects. VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, Mrs M Piper, M Falkner, B Goodwin                                                                                      |  |
| <b>11658</b> | <b>Other staff matters for information only</b><br>It was recommended that Cllrs Mrs C Berry and Ms A Snell carry out the clerk's annual review. VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, Mrs M Piper, M Falkner, B Goodwin                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |

The meeting closed at 10.40 am