

Garstang Town Council

Minutes of the Personnel Committee, 6.45pm, 21 October 2019 Garstang Library

Present: Councillors Allan, Harter, Salisbury and Webster

Also present E Parry (Town Clerk)

The Committee resolved to record the meeting as Standing Orders 12f.

009(2019-20) Apologies for absence

Cllrs Leech

010(2019-20) Minutes of the last meeting

The Committee noted that the minutes of the last Personnel Committee meeting held on 1/7/2019, were approved by members of the Personnel Committee, at the Full Council meeting held on 15/7/2019.

011(2019-20) 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 involves the likely disclosure of sensitive and confidential information. There were no members of the press or public present.

012(2019-20)

- 4.1.1 Timesheets: Timesheets are being checked and signed monthly
- 4.1.2 Workload/Priorities: A working group has been established consisting of the Mayor, and Chairs of Finance and Personnel and this group is reviewing priorities. The accumulation of the Clerk's A/L was reported.
- 4.1.3 Extended Working: This is under control but the focus on Youth Council membership will present a new challenge to be managed
- 4.1.4 Concerns/Issues: nothing to report
- 4.1.5 Appraisals: The Clerk's appraisal has been completed and needs to be noted by Full Council.
- 4.1.6 Holiday/TOIL: signed off as required.

013(2019-20) 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.

014(2019-20) Committee Responsibilities

As per the Terms of Reference of the Committee and further to minute 007(2019-20) the committee appointed members onto roles.

Resolved:

4.2.6 To appoint 2 members to hear and deal with any issues raised under the grievance policy, complaints policy and disciplinary procedures

Cllrs Leech and Harter

4.2.7 To appoint 2 members to provide oversight of the Town Crier's role and duties, including review and agreement of Terms and Conditions

Cllr Harter and the Clerk

4.2.8 To appoint 2 members to review all GTC resolutions for impact on Standing Orders, Financial Regulations and Code of Conduct to ensure that any required amendments are tabled for approval by GTC

Cllrs Allan and Brooks

4.2.9 To appoint 2 members to be points of contact for the Lengthsman, in the Clerk's absence

Cllrs Salisbury and Webster

015(2018-19) Date of next meeting

As and when the need arises

There being no further business the meeting was closed at 6.57pm