



Garstang Town Council

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Personnel Committee Meeting Minutes, 15 December 2020

Minutes of the virtual Personnel Committee meeting, held on 15 December 2020, 12.15pm.

Present

Chairman: Councillor Allan

Councillors present: Allan, Brooks, Dyer, Leech and Salisbury

Also present: Town Clerk, Edwina Parry

001(2020-21) Appointment of Chairman and Deputy Chairman

Resolved: The Committee appointed Councillor Allan as Chair and Councillor Salisbury as Deputy Chair

002(2020-21) Apologies for Absence

Councillor Webster

003(2020-21) Declaration of Interests and Dispensations

No interests were declared.

004(2020-21) Minutes of the last meeting

Councillors noted that the minutes of the last Personnel Committee meeting held on 21 October 2019, were approved by members of the Personnel Committee, at the Full Council meeting, minute reference 153(2019-20), held on 18 November 2019.

005(2020-21) Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public

There were no members of the public present at the meeting.

006(2020-21) Chairman's Report - for information and decision

The Chairman, Councillor Allan, gave a report on the Chairman's responsibilities to date, as per the Terms of Reference 4.1.1 through 4.1.6

4.1.1 Timesheets: Timesheets are being checked and noted electronically.

4.1.2 Workload/Priorities: Checking the timesheets enables an early warning of any bottleneck issues with workload. This has ensured that her time is being properly managed.

4.1.3 Extended Working: Reaction to the Pandemic has caused significant additional work with much of it occurring at short notice requiring the adoption

of new policies, procedures and working practices. The Clerk has adapted to these and delivered over and above her paid hours. Additionally, the Clerk was heavily involved in the creation and set up of the Market Town Working Group which saw the Clerk working long hours on a voluntary basis during the initial 3 months of the Group.

4.1.4 Concerns/Issues: We should remind Councillors that the Clerk works part time hours and when she is attending Full Council, Committee Meetings and Youth Council Meetings her day time hours must be curtailed or we will see 4.1.3 increasing

4.1.5 Appraisals

Resolved: The Committee noted that the Lengthsman's appraisal was carried out on 5/3/2020 and was signed off on 12/3/2020. The Clerk's appraisal was undertaken on 27/5/2020, and was signed off on 19/11/2020

The Committee **further resolved** that the Personnel Committee and Full Council, should see sight of the Council employees appraisals documentation in order to review the appraisals. The Chair and Clerk to check with SLCC to determine if the appraisal documentation should be viewed by the Personnel Committee members and/or all Council members and report back to the first available meeting of either Full Council or Personnel Committee.

4.1.6 Holiday/TOIL for information: all holidays and TOIL are being signed off

007(2020-21) Financial regulations 4.4

The salary budgets are to be reviewed at least annually in November/December for the following financial year as part of the budget and precept estimates. As soon as (NJC) has agreed the new pay scales for employees, the RFO will report the scales to the first available meeting of either the Finance Committee, Personnel Committee or Full Council. Such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

Councillors noted what had happened to date.

At the meeting held on 19 October 2020, 141(2020-21) minute details National Salary Award. Councillors noted that the National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020. The staff salaries detailed in payments show payroll details for October with the backdated pay increase for April – September included.

Councillor Allan can verify that on 22/10/2020 the RFO notified the employees of the council of the pay award. On 4/11/2020 The RFO sought the Finance Committee's views on the percentage figure to use for employers projected rate of inflation for 2021/22 as part of the RFO preparing the budget. The RFO recommended a figure of 2.75% (the pay award increase for 2020/21), which was approved by the Finance Committee (by email). Finance and Personnel

Committee members are aware that both employees are at the maximum salary in the range and do not go up any increments on 1st April annually.

Councillors Brooks and Salisbury commented that employees salaries should be detailed individually and disclosed openly to the public. The Garstang parish electorate should be able to see all the costs associated with employment as this accounts for a significant part of our budget.

The Chairman responded that the issue had been addressed and answered previously and that just because the answer wasn't what the Councillors wanted, there was no reason to raise again.

The Clerk/RFO reported that this had been considered previously. [Reference Minute 014(2018-19), 5 March 2019. c) Employees individual net salaries will not be disclosed. Ref: ICO Requests for personal data about public authority employees Freedom of Information Act Environmental Information Regulations.

Resolved: The Committee recommended to the Finance Committee and Full Council that employees salaries should not increase by the budget figure of 2.5%. There should be a pay freeze, 0% increase, for employees. The Chair and Clerk reminded Committee members that 'The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to employees contracts of employment.

The Committee **further resolved** that the Finance Committee respond to Councillor Brooks' question as to why staff costs had increased overall by 10% for 2021/2022?

008(2020-21) Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public

009(2020-21) Committee Responsibilities

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

Resolved: Councillor Leech and Councillor Dyer.

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.

Resolved: Councillor Salisbury 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

Resolved: Councillor Allan and Councillor Brooks to meet to discuss how to comply with this task.

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

Resolved: Councillor Webster and Councillor Salisbury

010(2020-21) Date of next meeting

Minute 008(2020/21), 18 May 2020 refers that Councillors approved the Council and Committee meeting dates 2020/21 V1.0. The document states for the Personnel Committee to be arranged as necessary.