



# Garstang Town Council

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PR3 1PB

## Personnel Committee Meeting, 26<sup>th</sup> January 2022 Minutes

Minutes of the Personnel Committee meeting, held at Garstang Methodist Church on 26 January 2022 at 7.00pm.

### Present

Chairman: Councillor Allan  
Councillors present: Brooks, Leech, Mitchell and Webster

Also present: Town Clerk, Edwina Parry

Councillors Hogton and Salisbury were not present

Before the meeting started Councillor Brooks pointed out that the public copy of the agenda on the website, detailed the wrong date. The Clerk accepted that there was a typo on the website heading of the agenda which detailed 27/01/2022, however the agenda paper issued stated 26/01/2022.

The Clerk checked with Councillor Brooks if he had accessed the Councillor agenda pack on Teams. Councillor Brooks reported that he could not access Teams and that he had viewed the public copy.

### 1(2021-22) Appointment of Chairman and Deputy Chairman

**Resolved:** The Committee appointed Councillor Mitchell as Chairman and Councillor Brooks as Deputy Chairman.

The Personnel Committee's Terms of Reference detail that 'The Chairman will be appointed at the first Personnel Committee meeting, after the Annual meeting of the Council, and will hold office for a maximum term of 4 years, but requires re-election annually.

### 2(2021-22) Apologies for Absence

Councillor Brooks reported the apologies of Councillor Salisbury. He reported that Councillor Salisbury had an issue with Teams and was unaware of the meeting.

### 3(2021-22) Declaration of Interests and Dispensations

There were no disclosures of pecuniary and non-pecuniary interests and dispensation requests from Councillors on matters to be considered at the meeting.

**4(2021-22) Minutes of the last meeting**

The Committee noted that the minutes of the last Personnel Committee meeting held on 15/12/2020, were approved by members of the Personnel Committee, at the Full Council meeting, minute reference 244(2020-21), held on 15 February 2021. They had been circulated on Teams, for reference.

**5(2021-22) 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(2021-22) Chairman's Report**

The former Chairman (Cllr Allan) had provided a report on the Chairman's responsibilities to date, as per the Terms of Reference 4.1.1 through 4.1.6 (circulated on Teams). He reported that there were no decisions to be made and that the item should have detailed 'For information.'

To assist new members of the Committee, the Clerk had circulated 'Being a Good Employer, a guide for Parish and Town councillors.

**7(2021-22) Financial regulations 4.4**

Councillor Brooks spoke about the pay awards for employees. The Clerk clarified that the National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applied to employees contracts of employment.

The Clerk had provided the [Latest Local Government Pay Claim 2021/22](#) – update from SLCC, 17 January 2022.

Councillor Allan reported that there were no decisions to be made and that the item should have detailed 'For information.'

**8(2021-22) Clerk's Contract of Employment Changes**

The Personnel Committee's terms of Reference, detail, at point 4.2.4. To agree modifications to Terms and Conditions of employment if and when required and within budget constraints.

The Committee considered the change of location for the Clerk's office, the Clerk working from home and the Council's responsibilities, and the likely allowances that applied to working from home.

**Resolved:**

Cllrs Brooks and Mitchell and the former Chair of Personnel Committee, Cllr Allan, in consultation with the Clerk to review the Clerk's contract.

The review to include:

- a) the change of office location
- b) working from home; the Council's responsibilities
- c) working from home allowances

The Committee **further resolved** that Councillor Leech would bring an agenda item to the next Full Council meeting on 21/02/2022, which would address the office expenses incurred, by the Clerk, to date.

**9(2021-22) Employee Appraisals**

The Mayor reported that that the Personnel Committee minute Ref 006(2020-21), was outstanding.

*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.*

An update will be brought to the Personnel Committee on 9 March 2022.

**10(2021-22) Timesheet - Clerk Timesheet Analysis Paper, Councillor Allan and the Clerk – for information**

The working hours and workload of the Clerk was discussed.

The Committee acknowledged that the Management Team, needed to get together, to address and prioritise tasks and working hours of the Clerk. The Committee acknowledged that there would be a proposal at Full Council, 21/02/2022, that the Management Team be formalised.

**11(2021-22) 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.

**12(2021-22) Committee Responsibilities – for information**

As part of the governance review, the Clerk is advising that she is reviewing the delegated responsibilities or functions for the 3 Committees and advising that the Management Team is formalised. A report will be taken to the Town Council meeting on 21/02/2022. The review is being conducted with Councillors Atkinson and Allan which ties in with the Local Council Award Scheme.

**13(2021-22) Date of next meeting**

Personnel Committee dates should be diarised for the remainder of 2021/22 and for 2022/23 to ensure that the Town Council complies with its management and responsibilities.

7.00pm, Wednesday 9 March 2022

**The Meeting Finished at: 09.01pm**