



Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: clerk@garstangtowncouncil.gov.uk

Web: www.garstangtowncouncil.gov.uk

Garstang Scout and
Guide Headquarters,

Kepple Lane

Garstang

PR3 1PB

Personnel Committee Meeting, 20th March 2023 Agenda

Personnel Committee Members and members of the press & public

I hereby give you notice that a meeting of the Personnel Committee will be held at Garstang library, Windsor Road, Garstang on Wednesday, 20 March 2023 at 6.30pm.

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

Please contact the Clerk by 13.00, Monday, 20 March, to express your interest in attending the meeting, so that arrangements may be made for you to attend.

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

15 March 2023

Agenda

- 1) **Apologies for Absence**
To receive apologies for absence.
- 2) **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.
- 3) **Minutes of the last meeting – for decision**
Councillors are asked to approve, as a correct record, the minutes of the meeting held on 11 May 2022 (circulated on Teams).
- 4) **Committee Terms of Reference and Scheme of Delegation – for information**
The Clerk is reminding the Committee of the [Terms of Reference and Scheme of Delegation](#)
- 5) **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.
- 6) **Chairman’s report, Councillor Mitchell, verbal update – for information**
- 7) **Councillors Responsibilities as Employers, Clerk and Councillor Mitchell – for decision**
- 8) **Employees additional days leave – Councillor Mitchell – for decision**
- 9) **Appraisals, Councillor Mitchell – for decision**
- 10) **Funeral leave/compassionate policy, Councillor Mitchell – for decision**
- 11) **Clerk’s Annual Leave carry forward to 2023/2024 allowance, Councillor Mitchell – for decision**
- 12) **Lengthsman, Councillor Mitchell – for decision**
- 13) **Library – rental of office space, Councillor Mitchell – for decision**
- 14) **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.

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 20 March 2023 that the policy be adopted.

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 20 March 2023 that the policy be adopted.

16) **Town Crier, Councillor Mitchell – for decision**

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

17) **Date of next meeting**

Meeting dates for the Civic year 2023-24 are to be determined at the Annual Town Council meeting. However the Chair is proposing to book the next 3 quarterly meeting dates for the committee (additional meetings can then be called if required but we have a framework).

Wednesday 7.00pm, 28 June 2023

Wednesday 7.00pm, 27 September 2023

Wednesday 7.00pm, 31 January 2024

Wednesday 7.00pm, 1 May 2024 (working around Easter and Town awards)