



Garstang Town Council

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Personnel Committee Meeting, 31st July 2023 Minutes

Minutes of the Personnel Committee meeting, held at Garstang library, on 31 July 2023, 7.00pm.

Present

Chairman: Cllr Dyer

Councillors present: Allard, Dyer and Perkins

Councillor Pearson (ex-officio member)

Also present: Town Clerk Edwina Parry and one member of the public, Councillor Rogers

01(2023-24) Appointment of Chairman

The Committee was asked to appoint a Chairman and, if they choose a Deputy Chairman of the Committee.

Resolved: Councillor Dyer was elected Chairman of the Personnel Committee. The Committee **further resolved** to appoint Councillor Allard as Deputy Chairman.

02(2023-24) Apologies for Absence

Councillors Atkinson, Brooks, Halford and Webster.

03(2023-24) Declaration of Interests and Dispensations

No declarations of interest were received.

04(2023-24) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 20 March 2023.

Resolved: This item was deferred until the next meeting as Councillor Webster was not present.

05(2023-24) Reference material

The Clerk had circulated the following reference material:

- a) The Committee's [Terms of Reference and Scheme of Delegation](#)
- b) [The Good Councillor's guide to employment](#)
- c) Building an effective Personnel Committee
SLCC advice; the Civility and Respect Project
[Podcast 1 – Building an effective personnel committee](#)

06(2023-24) Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public

To Committee resolved not to exclude the member of the public present at the meeting.

07(2023-24) Chairman's Report

There was no report, as there was not a Chairman in position at the time of publishing the agenda.

08(2023-24) Councillors Responsibilities as Employers

The Committee noted that no one individual Councillor can exercise line management responsibility for the Clerk.

Resolved: The Committee agreed that Councillors Dyer (Chair), Allard (Deputy Chair) and Perkins support the Clerk through her day to day activities. That the above management support team for the Clerk meet fortnightly with the Clerk to provide support to the Clerk.

09(2023-24) Appraisals

Resolved: That the management support team for the Clerk, carry out the Clerk's appraisal. The Chair of Personnel to lead the appraisal. The Committee **further resolved** that there is a 6 month appraisal review with employees and incorporated into standing orders and added to the Committee Terms of Reference and Scheme of Delegation.

The Committee **further resolved** that the Clerk and Councillor Pearson carry out the Lengthsman's appraisal.

The Committee **further resolved** that point 19c of standing orders would need to be amended accordingly.

010(2023-24) Business continuity for employees

Resolved: Councillor Dyer to put forward a report on Business continuity for employees for August's Town Council meeting.

011(2023-24) Library – rental of office space

The Committee considered the draft Heads of Terms in respect of the proposed Desk Licence with Garstang Library, Lancashire County Council.

Resolved: The Committee resolved not to accept the proposed Desk Licence at Garstang Library and instead hire the meeting room on an ad hoc basis.

012(2023-24) Risk register, Councillor Atkinson

Councillor Atkinson was not present at the meeting and the item was deferred to the next personnel Committee meeting.

013(2023-24) Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public

There was not a requirement to re-admit the press and public to the meeting.

014(2023-24) Town Crier

Resolved: As per the Committee's Terms of Reference and Scheme of Delegation, Councillors Pearson and Perkins were appointed to provide

oversight of the Town Crier's role and duties including review and agreement of Terms and Conditions.

015(2023-24) Review of Personnel Policies, Clerk

a) Equality and Diversity Policy

Resolved: The Committee recommended that the reviewed Equality and Diversity Policy be submitted to the Town Council for approval.

b) Health and Safety Policy

Resolved: The Committee recommended that the reviewed Health and Safety Policy be submitted to the Town Council for approval.

016(2023-24) Date of next meeting

[13 September 2023, approved by Full Council](#)

Resolved: The Committee recommend to Full Council that the meeting date is changed to 6 September 2023, as a number of Councillors could not attend the meeting on 13 September 2023.

The Meeting Finished at: 8.10pm