



Garstang Town Council

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Personnel Committee Meeting, 6th September 2023 Minutes

Minutes of the Personnel Committee meeting, held at Garstang library,
on 6 September 2023, 7.00pm.

Present

Chairman: Councillor Dyer

Councillors present: Allard, Atkinson, Brooks, Dyer, Perkins, Rogers and
Webster

Councillor Pearson (ex-officio member)

Also present: Town Clerk Edwina Parry

017(2023-24) Apologies for Absence

None.

018(2023-24) Declaration of Interests and Dispensations

There were no Declarations of Interest declared or requests for dispensations.

019(2023-24) Minutes of the last meeting

A copy of the following minutes had been circulated:

- a) the Personnel Committee meeting held on 20 March 2023.
- b) the Personnel Committee meeting on 31 July 2023.

Resolved: The minutes of the following meetings:

- a) the Personnel Committee meeting held on 20 March 2023.
- b) the Personnel Committee meeting on 31 July 2023

were confirmed and signed as a true record.

020(2023-24) 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 involves the likely disclosure of sensitive and confidential information.

There were no members of the press or public present.

021(2023-24) Chairman's Report, Councillor Dyer

Councillor Dyer gave a verbal update:

- a) Clerk booked onto 2 training courses, led by Society of Local Clerks (SLCC) as part of her Continuing Professional Development (CPD)
 - i. Allotment Management: Tenancy Agreements and Policies (20 September) virtual

ii. Allotment Management: Site Facilities and Health and Safety (28 November 2023) virtual.

- b) Appraisal review – The support team are currently looking at reviewing the appraisal forms with the Clerk
- c) Clerk working well with hybrid working arrangement. She comes into Garstang for meetings about once a fortnight which includes meeting up with the Lengthsman.
- d) Clerk working well with Mayor and feels supported in her role with support from the support team & Mayor.

022(2023-24) Appraisals, Councillor Atkinson

Resolved: The Committee agreed to amend resolution 09(2023-24) Appraisal.' and add in 'The Mayor for that Civic Year will provide a report to each employees Annual Appraisal, citing their feedback and observations, and any future objectives they would propose for the employee for the next year'.

The updated minute would now read:

Resolved: That the management support team for the Clerk, carry out the Clerk's appraisal. The Chair of Personnel to lead the appraisal. The Mayor for that Civic Year will provide a report to each employees Annual Appraisal, citing their feedback and observations, and any future objectives they would propose for the employee for the next year. 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.

023(2023-24) Risk register, Councillor Atkinson

Background 09(2023-24) Risk Register, quarterly review.
Committee was asked to review the Personnel Committee specific risks.

The following topics were mentioned; Fraud by staff – The Committee acknowledged there was enough governance in place, working alone and working practices.

Resolved: The Committee agreed that business continuity should be addressed and that Financial regulations should be updated to allow business continuity when the Clerk is off with ill health or unplanned absence from work. This would involve a recommendation to Full Council. The Council **further resolved** to purchase a new letter box for the Town Council at the Scout Hut and delegated this action to the Clerk.

024(2023-24) Discussion on future work for the Committee

Resolved: The Committee agreed that the minute, detailed below, be followed up.

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.

The Committee also mentioned that enquiries about apprenticeship from Myerscough College should be investigated.

025(2023-24) 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.

026(2023-24) Date of next meeting

[31 January 2024, approved by Full Council](#)

The Meeting Finished at: 7.49pm