



Garstang Town Council

Town Clerk: Mrs E Parry

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Garstang

PR3 1PB

Personnel Committee Meeting, 26th June 2024 Agenda

Personnel Committee Members and members of the press & public

You are summoned to a meeting of the Personnel Committee to consider the items detailed on the attached agenda.

The meeting will be held at Garstang library, Windsor Road,
Garstang, PR3 1EX

on Wednesday 26th June 2024 at 7.00pm.

If you are unable to attend please could you submit an apology to the Clerk.

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

Please contact the Clerk by 13.00, Wednesday 26th June, to express your interest in attending the meeting.

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

20th June 2024

Agenda

- 1) **Appointment of Chair – for decision**
- 2) **Appointment of Deputy Chair – for decision**
- 3) **Apologies for Absence**
To receive apologies for absence.
- 4) **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.
- 5) **Minutes of the last meeting – for decision**
Councillors are asked to approve, as a correct record, the [minutes of the meeting held on 1 May 2024](#) (circulated on teams).
- 6) **Reference material – for information**
 - a) The Clerk is reminding the Committee of the [Terms of Reference and Scheme of Delegation](#)
 - b) [The Good Councillor's guide to employment](#) gives practical guidance on recruiting and managing employees effectively and in compliance with employment legislation up to the publication date. The guide has been circulated on Teams.
 - c) Building an effective Personnel Committee
SLCC advice
One of the key areas which challenges relationships between councillors and clerks is the council's responsibility as employer for the clerk. Councils which support and value their staff are better able to deliver their objectives and adapt to changing needs or priorities. Whether the council employs a single member of staff for a few hours a week, or a large and varied team of individuals, good employment practice from recruitment through to support and development is key to achieving the best outcomes for your communities.

The Civility and Respect Project team have worked to deliver a series of podcasts explaining councils responsibilities as employers.
[Podcast 1 – Building an effective personnel committee](#)
In this first podcast Chris Moses explains the importance of ensuring local councils have an effective personnel committee, what the responsibilities of the committee are and gives an overview of the key issues including:
 - Who is best suited to be on the committee?
 - Effective Terms of Reference.
 - Having the right contacts
 - Statutory requirements for effective line management.

There is a summary at 20.10!

- 7) **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.
- 8) **Chairman's report – for noting**
- 9) **Councillors Responsibilities as Employers – for decision**
- 10) **Resignation of Lengthsman – for review by the Committee – for decision**
- 11) **Full Council Risk register, Clerk – for decision**
- 12) **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.
- 13) **Outstanding Progress Minutes Log – for information**
The Clerk has collated an outstanding/in progress minutes log for information for Councillor reference. The log will be circulated at Committee meetings by the Clerk.
- 14) **Town Crier, Councillor Perkins – for decision**
Councillor Perkins 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
- 15) **Rescheduling of Personnel Committee meeting to accommodate an Annual Leave request of the Clerk**
- 16) **Date of next meeting**
11 September 2024