

Minutes of a meeting of the **PERSONNEL** Committee held in the Town Hall, The Broadway, Crowborough
on Tuesday 16th May 2017 at 7.30pm

Present	Councillors	Quentin Burch	
		George Moss	
		Kay Moss	Chairman
		David Neeves	
		Alan Penney	Vice Chairman
		Ron Reed	
		Wendy Scrace	
		Sandra Timms	
		Neil Waller *	
In attendance		Andy Beams	Town Clerk
		Peter Ellefsen	Crowborough Town Council

* Denotes non attendance

APOLOGIES

None

DECLARATIONS OF INTEREST

None

MINUTES

Minutes of the meeting held on 21st February 2017

- 8055** **RESOLVED** that the minutes of the meeting held on 21st February 2017 as confirmed be signed by the Chairman

STAFF POLICIES

Members discussed further whether ensuring both staff members and Councillors had business use on their car insurance should be a requirement of a travel expense policy.

- 8056** **RESOLVED** that the Town Clerk clarify the legal position with the Council's solicitor and report back to the next meeting.

- 8057** **RESOLVED** pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press are excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential staffing nature of the business to be transacted.

UNCONFIRMED UNTIL NEXT MEETING

STAFFING UPDATE

The Town Clerk had circulated updated job descriptions for each staff member along with the salary scale points that took effect from 1st April 2017. Members noted the job descriptions and discussed potential amendments.

- 8058 **RESOLVED** that the Town Clerk job description should be updated to include attendance at evening meetings. The Town Clerk acknowledged and accepted this addition.

Members noted the content of the Town Clerk's report regarding staffing and discussed the recommendations.

- 8059 **RESOLVED** that Claire Campbell increase her working hours to 22 per week with effect from 1st June 2017.

- 8060 **RESOLVED** that Melanie Street take on additional responsibilities for management of the cemeteries and allotments with effect from 1st June 2017. Members agreed to review the salary scale for the role against an amended job description before April 2018.

- 8061 **RESOLVED** that pay dates should be aligned for all staff, and that no staff member should be paid in advance. Members acknowledged the potential difficulties of moving pay dates for some staff members, and agreed the Town Clerk should negotiate a reasonable period for these changes to be phased in.

- 8062 **RESOLVED** that the Finance and General Purposes committee consider the requirements for future finance reporting and consider the impact on existing contractual arrangements for external payroll / accounting support.

- 8063 **RESOLVED** that the Town Clerk obtain a revised quote for payroll services from our existing contractor once pay dates are aligned.

- 8064 **RESOLVED** that the Town Clerk prepare a draft pay policy for consideration at the next committee meeting.

TOWN CLERK

Members confirmed the Town Clerk's probationary period had been successfully completed on 30th April 2017, and noted the agreed objectives contained within the reviews carried out by Cllrs Moss and Reed.

- 8065 **RESOLVED** that the operational standards be adopted as outlined in the Town Clerk's supporting paper.

The Town Clerk left the room for consideration of the agenda item reviewing his salary

- 8066 **RESOLVED** that the Town Clerk be offered a one-off bonus payment of £3,000 in recognition of the extra duties undertaken due to a complete re-organisation of the Council with an agreement to review the salary at the completion of 1 years' service.

UNCONFIRMED UNTIL NEXT MEETING

COMMUNITY WARDEN

8067 **RESOLVED** that if the Council agrees to the creation of the position, the recruitment process will be conducted by the Chairman of the Personnel committee and the Town Clerk.

The meeting closed at 9.20 pm.