



EMERSONS GREEN
TOWN COUNCIL

Minutes of a Meeting of the Personnel Committee

24 September 2020

Present: Councillors S Budd (Chairman), C Johnson, R Nichols

Attendees: Kath MacConnachie (Town Clerk)

36. **Apologies**

There were no apologies for absence.

37. **Declarations of interest under the Localism Act 2011**

There were no declarations of interest.

38. **Minutes of 13 February 2020**

It was **Resolved** that the minutes of 13 February 2020. There were no actions outstanding from these minutes.

39. **Pay, Recognition and Rewards Policy**

The committee considered the following draft policy circulated in advance by the Clerk. This was based on the example of another local Town Council, as discussed at the previous meeting.

It was noted that the policy needed to refer to allocation of additional leave days on a pro rata basis for part time staff.

Action: Clerk

It was **Resolved** to recommend the draft Pay, Recognition and Rewards Policy, subject to the above amendment, for adoption by Full Council.

Action: Chairman

40. **To note the 2020/21 NALC pay scales for implementation from 1 April 2020**

Members noted the updated NALC payscales. It was **Resolved** to recommend to the Full Council that the updated payscales are actioned in October payroll, effective from 1 April 2020.

Action: Chairman

41. **Terms of Reference**

Members considered the draft revised Terms of Reference for the Committee.

The Clerk noted that the Personnel Committee was one member short, due to the loss of former Councillor Maytham. It was **Resolved** to request at the Full Council meeting on 8 October that another member join the Personnel Committee to replace former councillor Maytham.

Action: Clerk

In light of advice previously received from ALCA, and to allow for escalation and separation of duties in the event of any grievance or issue with Personnel Committee decisions, it was **Resolved** to replace Councillor Budd as Chairman of the Committee.

It was **Resolved** that Councillor Johnson would take over as Chairman of the Personnel Committee.

It was **Resolved** to amend the draft Terms of Reference to state that the Chairman of the Council cannot be the Chairman of the Personnel Committee.

It was **Resolved** to recommend the draft revised Terms of Reference for the Personnel Committee for adoption to Full Council, subject to the change noted above.

Action: Chairman

42. **Annual Appraisal for the Town Clerk & Responsible Finance Officer**

It was **Resolved** that Councillor Johnson would conduct the annual appraisal for the Town Clerk and Responsible Finance Officer.

Action: Councillor Johnson

It was **Resolved** that the outcome would be shared with the Committee and a that Personnel Committee meeting would be called by Councillor Johnson if there were issues identified which required consideration.

Action: Councillor Johnson

43. **Items to report from members**

There were no items to report from members.

44. **Date of next meeting:** TBC