



EMERSONS GREEN
TOWN COUNCIL

Minutes of a Meeting of the Personnel Committee

13 February 2020

Present: Councillors S Budd, P Gibbs, C Johnson, R Nichols, D Somers & P Todd

Attendees: Kath MacConnachie (Town Clerk)

28. Apologies

There were no apologies for absence.

29. Declarations of interest under the Localism Act 2011

There were no declarations of interest.

30. Minutes of 10 October 2019

It was **Resolved** that the minutes of 10 October 2019. There were no actions outstanding from these minutes.

31. Employment Policies

The committee considered the following draft updated policies circulated in advance by the Clerk.

Adoption Leave and Pay
Flexible Working Policy
Grievance Procedure
Disciplinary Procedure
Maternity Leave and Pay Policy
Probationary Policy
Retirement Policy
Whistleblowing Policy

The Clerk noted that the drafts were based on the NALC model policies, where available.

It was **Resolved** to approve the revised policies.

32. Remuneration and Reward Policy

The Clerk noted that, whilst it appeared from historic practice that EGTC adhered to the NALC national payscales, this was not documented in a policy. The Clerk suggested it would be prudent to document this to demonstrate an open and fair process, and to avoid any potential challenges.

The Clerk circulated a Reward and Recognition Policy from another Town Council, for members to consider.

It was **Resolved** to formally adopt the NALC paycales.

It was **Resolved** for the Clerk to draft a policy on pay and reward based on the example circulated.

Action: Clerk

33. **Town Council standard Contract of Employment**

Members considered the draft Contract of Employment which was based on the NALC standard model. Councillor Nichols suggested the provisions around sick pay and absence should be the minimum at the discretion of the council.

It was **Resolved** to agree the draft, with the addition of a clause allowing for the periods of sickness and absence set out to be the minimum, at the discretion of the council.

Action: Chairman and Clerk

It was **Resolved** for the Chairman to sign the contract of employment for the Clerk.

Action: Chairman and Clerk

34. **CiLCA Agreement**

It was **Resolved** for the Chairman to sign the CiLCA Learning Agreement for Clerk.

Action: Chairman

It was **Resolved** to grant the Clerk 10 days of study leave to assist in the completion of the required study.

Action: Clerk

35. **Date of next meeting:** TBA