

## MELTHAM TOWN COUNCIL

### MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 3 JULY 2018

**Present:** Councillor Noon (Chair), Councillor Bampton and Councillor Haigh

**Public Session** – There were no members of the public present.

**18/1 RESOLVED:** That the order of the agenda be changed to deal with the election of Chairman and Vice Chairman as the first agenda item thereafter the original order of the agenda to be resumed.

#### **ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

In accordance with Standing Order No.43, nominations were taken for a Chairman. Councillor Haigh nominated Councillor Noon – the nomination was seconded by Councillor Bampton. A vote was taken and by show of hands it was

**RESOLVED:** That Councillor Noon was elected as Chairman of the Personnel Committee to hold office until the next Annual Meeting of the Council.

In accordance with Standing Order No.43, nominations were taken for a Vice Chairman. Councillor Noon nominated Councillor Bampton – the nomination was seconded by Councillor Haigh. A vote was taken and by show of hands it was

**RESOLVED:** That Councillor Bampton was elected as Vice Chairman of the Personnel Committee to hold office until the next Annual Meeting of the Council.

**18/2 NOTICE OF MEETING.**  
Public Notice of the Meeting was taken as read.

**18/3 APOLOGIES FOR ABSENCE.**  
No apologies for absence had been received.

**18/4 DECLARATION OF INTEREST.**  
No declarations were made.

**18/5 ADMISSION TO THE PUBLIC.**  
**RESOLVED:** That the items on the review of Council contractor rates and the personnel issues report from the Clerk be taken in private as they would divulge confidential /personal or commercially sensitive information.

**18/6 NATIONAL SALARY AWARD**  
Committee noted the National Joint Council for Local Government Service (NJC) National Salary Award with effect from April 2018 and resolved to recommend to Council that the award be implemented and backdated to 1 April 2018.

**RESOLVED:** That the Committee recommend to Council that the National Joint Council for Local Government Service (NJC) National Salary Award be implemented and backdated to 1 April 2018.

**18/7 REVIEW OF COUNCIL CONTRACTOR RATES**  
The Clerk circulated calculations she had undertaken regarding a new hourly rate for one of the Councils contractors and reported on the discussions she had had with the contractor and the reasons for the change in rate. Councillors discussed the rate, noted that due to savings

elsewhere the increase was broadly cost neutral to the Council and resolved to recommend to Council that they agree the new hourly rate with effect from the 1 July 2018.

**RESOLVED:** That the Committee recommend to Council the agreement of a new hourly rate for one of the Council's contractors (based on the Clerks calculations and discussions with the contractor) with effect from the 1 July 2018.

**18/8 PERSONNEL ISSUES REPORT FROM THE CLERK AND RECOMMENDATIONS TO COUNCIL**

The Clerk reported on a number of personnel issues to the Committee including:

- Workloads / work priorities
- Councillors reviewed the spreadsheet that was maintained to record hours worked and leave taken.
- Councillors noted that the Clerk had successfully obtained the CICLA qualification.
- Creation of council reception area
- Clerk requested approval for leave for various dates in 2018/19 which were approved
- Use of technology and /or alternative resources to free up Clerks time from more administrative tasks to concentrate on those areas that add the most value.
- It was agreed to schedule a time for the Clerks annual appraisal

It was noted that the terms of reference of committee required review and agreement annually of all salaries (including pay awards and increments) and to make recommendations to Council. It was further noted that the Clerk had now been in post for well over 12 months and had successfully obtained the CILCA qualification. Bearing in mind the Clerks additional qualifications, experience and the work that was given undertaken for the Council the Committee resolved to recommend to Council that the Clerk should be paid at SCP 38 on the National Joint Council for Local Government Service (NJC) pay scale. The Committee further agreed that there was a need to look at a formal job evaluation and bench marking exercise over the coming months in tandem with the other areas discussed at the meeting.

**RESOLVED:** To recommend to Council that the Clerk's salary be set at SCP 38 on the National Joint Council for Local Government Service (NJC) pay scale.