

MELTHAM TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 29 OCTOBER 2018

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

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

18/9 NOTICE OF MEETING.

Public Notice of the Meeting was taken as read.

18/10 APOLOGIES FOR ABSENCE.

Apologies for absence had been received from Councillor Wrathall and were accepted.

18/11 DECLARATION OF INTEREST.

No declarations were made.

18/12 ADMISSION TO THE PUBLIC.

RESOLVED: That the items Appraisal 2018 and future appraisal arrangements and the personnel issues item be taken in private as they would divulge confidential /personal information.

18/13 EXCLUSION OF PUBLIC AND PRESS:

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is

RESOLVED: That because of the nature of the business to be transacted, the public and the press leave the meeting during consideration of the items as determined under Agenda Item 4.

18/14 APPRAISAL 2018 AND FUTURE APPRAISAL ARRANGEMENTS

Councillors considered the appraisal undertaken by the Chair of the Personnel Committee and the arrangements for future appraisals. Councillors approved the appraisal and agreed to report back to Council on the outcome of the appraisal. The Chair and the Clerk signed the appraisal documentation.

RESOLVED: That the appraisal undertaken by the Chair of the Personnel Committee and the arrangements for future appraisals be approved and to report back to Council on the outcome of the appraisal.

18/15 PERSONNEL ISSUES AND RECOMMENDATIONS TO COUNCIL

Councillors considered various personnel issues and recommendations to Council where appropriate.

Consideration of formal job evaluation exercise and recommendations to Council

Councillors had been provided with the joint NALC:SLCC job evaluation scheme which sets out the process for evaluating a Clerks role. The scheme has 4 profiles and each profile contains a series of 8 statements about aspects of the job. For each statement it is necessary to decide which profile best fits the role. Councillors were provided with an assessment of which profiles best described the role and evidence and examples to support those assertions. Councillors considered the profiles and the evidence and concluded that the correct grade for the position of Town Clerk for Meltham Town Council (at the current time) was LC3 substantive namely spinal column points 43-47 on the National Joint Council pay scales. It was noted that this would need to be reviewed if the role and responsibilities changed in the

future. It was agreed that the Committee would recommend to Council that the Clerks salary be confirmed at substantive LC3 (SCP 43-47) and that Council would be asked to adopt the appropriate salary scale within the range backdated to the date of Personnel Committee.

RESOLVED: That the Committee recommend to Council that the Clerks salary be confirmed at substantive LC3 (SCP 43-47) backdated to the date of the Personnel Committee following a formal job evaluation exercise and that Council be asked to adopt the appropriate salary scale within the range.

Arrangements for requesting leave

It was noted that previously the Clerk had requested leave by contacting all members of the Committee. The procedure for reporting sickness required the Clerk to contact the Chair only. It was suggested that in future leave requests be submitted to the Chair only.

Workloads / work priorities

Councillors reviewed the Clerks workloads and noted the number of more complex time-consuming pieces of work. It was agreed that finalising the Council plan, undertaking the governance review and drafting the civic protocol should where possible take priority over other work but Councillors also noted the unpredictable nature of the work that arises.

Analysis of time attending meetings (requested by the Chair).

An analysis of the time the Clerk spends attending formal council or committee meetings was circulated (based on certain assumptions regarding the length of meetings). It was estimated that attendance at formal meetings of the Council (not including working groups etc.) amounted to 56.5 hours per annum. It was agreed that the Chair would raise this at the next Council meeting for discussion.

Review of hours worked, and leave taken.

Councillors reviewed the information detailing the hours worked by the Clerk and holidays taken and it was noted that the additional hours worked over and above contractual hours had reduced significantly since the last meeting due to the Clerk taking some TOIL.

Changes to working hours

The Clerk requested a slight change to the times she was present in the office with mornings starting at 8.15am rather than 9.00am and work ending at 4.45pm rather than 5.00pm. This was agreed by the Committee.

Budget to attend training and recommendations to Council

The Clerk reported that currently Council are asked to approve attendance on training courses. The schedule of Council meetings meant that often there were no places left on the course by the time approval could be given. Councillors suggested that the Clerk should be provided with a small delegated budget for attending training and suggested a sum of £300.00 (subject to the Clerk reporting back to Council on any training attended).

RESOLVED: That the Committee recommend to Council that the Clerk be provided with a small delegated budget for attending training in the sum of £300.00 subject to the Clerk reporting back to Council on any training attended.