



## MINUTES OF PERSONNEL COMMITTEE MEETING HELD – TUESDAY 19<sup>TH</sup> MARCH 2019

**PRESENT:** Cllr M Beal (Chairman of the Council), Cllr A Brown, Cllr C Dean and Cllr D Johnson & the Clerk

Cllr M Beal welcomed the Cllrs and the public and opened the Personnel Committee meeting at 7.00pm.

### **HR.1/19 APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr I Martin.

### **HR.2/19 TO ELECT A CHAIRMAN**

Nominations were requested from the Committee members.

Cllr D Johnson proposed, seconded by Cllr A Brown, that Cllr C Dean be elected as Chair of the Personnel Committee. There being no other nominations Cllr C Dean was duly elected. **RESOLVED**

For: 4	Against: 0	Abstained: 0
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Cllr C Dean, being the newly elected Chairman took the Chair for the remainder of the meeting.

### **HR.3/19 TO ELECT A VICE CHAIRMAN**

Nominations were requested from the Committee members.

Cllr A Brown proposed, seconded by Cllr D Johnson, that Cllr M Beal be elected as Vice Chair of the Personnel Committee. **RESOLVED**

For: 4	Against: 0	Abstained: 0
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### **HR.4/19 TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS FROM MEMBERS AND CONSIDER ANY DISPENSATION REQUESTS**

None had been received by the Clerk prior to the meeting and none were declared.

### **HR.5/19 TO AGREE THE PROPOSED SCHEDULE OF COMMITTEE MEETINGS**

Suggested meeting dates for the annual meeting, as required by the Committee's Terms of Reference, had been circulated by the Clerk. Additional meetings would be convened on an as required basis and public notices and summons

Cllr A Brown proposed, seconded by Cllr M Beal, that the suggested meeting dates be agreed.

**RESOLVED**

For: 4	Against: 0	Abstained: 0
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### **HR.6/19 TO RATIFY THE APPOINTMENT OF THE NEIGHBOURHOOD CO-ORDINATOR**

The post of Neighbourhood Co-Ordinator had been created following recommendations made by the consultancy South East Employers in their staffing review report. The job description, person specification and salary had all been approved by Full Council on 30<sup>th</sup> January 2019 [C.113/19]. Cllrs M Beal, A Brown & the Clerk, having formed the interview panel, gave an update to the Committee & recommended the shortlisted candidate.

Cllr D Johnson proposed, seconded by Cllr A Brown, that Zoe Neal appointed to the post of Neighbourhood Co-Ordinator with a start date of 23<sup>rd</sup> April 2019. **RESOLVED**

For: 4	Against: 0	Abstained: 0
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### **HR.7/19 TO RATIFY THE APPOINTMENT OF THE EVENTS CO-ORDINATOR**

The post of Events Co-Ordinator had been created following recommendations made by the consultancy South East Employers in their staffing review report. The job description, person specification and salary had all been approved by Full Council on 30<sup>th</sup> January 2019 [C.113/19]. Cllrs M Beal, A Brown & the Clerk, having formed the interview panel, gave an update to the Committee & recommended the shortlisted candidate.

Cllr A Brown proposed, seconded by Cllr S Osborne, that Sue Osborne be appointed to the post of Events Co-Ordinator with a start date of 1<sup>st</sup> April 2019.

**RESOLVED**

For: 4	Against: 0	Abstained: 0
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#### **HR.8/19 TO NOTE REVISIONS TO THE STC EMPLOYEE HANDBOOK**

The Employee Handbook had been revised to reflect operation changes following the appointment of the Personnel Committee [C.133/19]. It was noted that the Committee Members would form the appeals panel as required in the event of disciplinary or grievance procedures being instigated. The inclusion of a section on personal development was discussed and the Clerk would look into this, reporting back to a future meeting. It was agreed that the existing handbook be rolled out to current staff.

Cllr C Dean proposed from the Chair that the STC Employee Handbook be adopted and circulated to all staff.

**RESOLVED**

For: 4	Against: 0	Abstained: 0
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#### **HR.9/19 TO ANSWER MEMBERS QUESTIONS ON PERSONNEL COMMITTEE MATTERS**

There were none.

#### **HR.10/19 CONFIDENTIAL STAFFING MATTERS**

To prevent accidental disclosure of staffing matters and by virtue of Section 1.2, Public Bodies (Admissions to Meetings) Act 1960, Cllr C Dean proposed from the Chair to invoke Standing Orders 3d, 11 and 19, "that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the members of the public be temporarily excluded and they are instructed to withdraw".

**RESOLVED**

For: 4	Against: 0	Abstained: 0
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Following the introduction of the national living wage, the National Joint Councils (NJC) agreement on salary awards had included the introduction of a new pay spine from 1<sup>st</sup> April 2019. The Clerk had mapped all current staff salaries across to the new pay spine from the existing spinal column points and drafted a template letter explaining the changes which would be circulated to staff with the April payslips. This was noted.

The Clerk had suggested that the model contract issued to new staff since 2017 should be rolled out to all staff members. The Council's employment law advisors had provided an updated model and it was agreed that the Chair and Vice Chair should meet with the Clerk to review this prior to making a recommendation to the Committee at a future meeting.

All other staffing matters reported remain confidential.

There being no other business the Chairman closed the meeting at 8.30pm.

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Chairman