



Minutes of the Personnel Committee held on 28th October 2021; a virtual Zoom meeting.

1. **PRESENT** – Cllrs. A Roberts (Chairman), M. Elgin, M. Kermode (Personnel Adviser and Clerk for the Committee) and A. Smith; together with the Town Clerk.
2. **DECLARATIONS OF INTEREST** – None
3. **MINUTES** – The minutes of the meeting held on 1st June 2021 had previously been considered and approved by the Town Council.
4. **PART 2 BUSINESS** – It was agreed that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the press and the public be excluded from the remainder of the meeting because of discussions of items where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
5. **Staffing Matters** – The Committee discussed a number of staffing matters:
 - 5.1. **Communications** – Earlier in the year there had been a number occasions when internal communications to the Council's employees had been disharmonious. The Committee and the Council had agreed to monitor the situation on an ongoing basis. It was reported that there were still occasions when communications were less than satisfactory and it was agreed that the Council should be reminded about the need for all communications to be polite and professional.
 - 5.2 **Town Clerk's Resignation** – The Town Clerk had submitted her resignation as from the January meeting of the Council. She explained that this was for personal reasons and that she had greatly enjoyed working for the Council, especially because of its positive role to improve the well-being of the town's residents. She also said that she appreciated the support that she had received from the various Mayors and the Councillors. Members of the Committee spoke highly about the Town Clerk's hard work and her sound management of the Council's finances over the past 5 years. Members' comments included praise for her "can-do attitude" and her professional and supportive approach to the job. She had been a great credit to the Council and to the town.
 - 5.3 **Appointment of a New Town Clerk** – Cllr. Kermode said that the normal process would be to advertise the vacancy and to interview suitable candidates. However, he proposed an alternative approach, which was to bring together the roles of the Town Clerk and the Deputy Town Clerk/Project Officer to make one full-time post. This proposal had been discussed with the two employees and they felt that a 34-hours a week post would be adequate to cover both roles.

Part 2 item - confidential

Cllr. Kermode said that the main advantages were a reduction in the overall salary and other associated costs and details of this were provided to Members, together with minimal loss of continuity and the opportunity for the Deputy Town Clerk/Project Officer to progress within the Council.

It was proposed that the restructuring of the two posts should initially be on a fixed term until the end of 2022; the effectiveness of the new combined post could be reviewed in the September.

The proposal was seconded and agreed. This would establish a full-time Town Clerk's role, including the responsibilities of the Project Officer role. It will be on a Band 2 salary (NJC salary points 24 – 28) commencing at salary point 24. It was agreed that the salary should be based on 34-hours per week rather than the previous arrangement of 34-hours times 4 per month because of the 5-week months that happen during the year. The commencing salary will be £26,347 as compared to the present salary costs of £27,735 for the two separate posts. It is recommended that the new arrangement commence as from the December meeting of the Council which will provide a transition period into the January meeting, which will cover the setting of the 2022-23 budget/precept.
