

AGENDA

PERSONNEL COMMITTEE

Agenda for the meeting to be held on Tuesday 30 June 2020 at 7.00pm
via Zoom meeting id 263 085 6070

This meeting will be clerked by Ann Banks.

Please register apologies with Ann by 6pm on the day of the meeting.

The meeting will be opened by the Retiring Chair.

1. APPOINTMENT OF COMMITTEE CHAIR

2. APPOINTMENT OF COMMITTEE VICE-CHAIR

3. EXCLUSION OF PUBLIC AND PRESS

Action: To determine which items of the Personnel Committee Meeting should be considered with the exclusion of public and press [Public Bodies (Admission to Meetings) Act 1960].

4. APOLOGIES FOR ABSENCE

5. CO-OPTION TO COMMITTEE

Action: *To co-opt Cllr Paula Eaton to the Committee*

6. DECLARATIONS OF INTEREST

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in relation to any item on the agenda.

7. MINUTES OF THE MEETING HELD 19 MAY 2020

[Attached: Draft Meeting Minutes]

Action: *To approve the minutes of the Personnel Committee meeting held on 19 May 2020.*

**May only be approved by those who were in attendance at the last meeting.*

8. REAL LIVING WAGE

Lead: Clerk

[Attached: Schedule of current lower graded salaries and payscales]

Action: *To consider a review of salaries for lower earners.*

9. TOWN HALL EVENT STAFF

[Attached: Draft Job Description and payscales]

Lead: Chair of Personnel

Action: to:

i. To agree the draft Job Description.

ii. To determine appropriate Spinal Column Point (payscale).

iii. To create the positions and agree creation date.

10. STAFF WELFARE

Lead: Chair of Personnel

Report to Follow.

Action: *To receive a report from the Personnel Working Group and to agree any forthcoming recommendations.*

11. CORRESPONDENCE

There is none.

12. ITEMS FOR NEXT MEETING

To List items for inclusion on the next Personnel Committee agenda.

13. DATE, TIME AND PLACE OF NEXT MEETING

17 March 2021 at 7.00pm