

AGENDA

PERSONNEL COMMITTEE

Agenda for the meeting to be held on Tuesday 27 April at **7.15pm**
via Zoom meeting id 852 3968 4132

PLEASE NOTE SLIGHTLY LATER START TIME

This meeting will be clerked by Ann Banks.

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

1. 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].

2. APOLOGIES FOR ABSENCE

3. 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.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the meetings held on 17 March and 1 April 2021 are presented for approval.

5. STAFFING MATTERS

Lead: Clerk

Action: To provide a verbal update.

6. FLEXIBLE RETIREMENT

Lead: Town Clerk

Action: To receive a verbal report and determine any further actions required.

7. EVENT ASSISTANT POSITION (2)

Lead: Town Clerk

Attached: Draft Job Description and Grade

Action: 1. To approve Job Description.
2. To approve grade of the position.
3. To note immediate recruitment to commence.

8. PERSONNEL WORKING GROUP

Lead: Chair of Personnel

Attached: Recommendations from the Personnel Working Group

Action: To review the actions and to agree and prioritise an approach.

9. EMPLOYEE MODEL TERMS AND CONDITIONS OF EMPLOYMENT AS REVISED BY ELLIS WHITTAM

Lead: Town Clerk

Previously circulated.

Action: To determine if the revised T&Cs should be issued to all staff, if so then a period of consultation is required or issued to new staff as they are appointed.

10. STAFFING REVIEW

Lead: Chair of Personnel

Previously circulated: Consultant Report

In attendance: SLCC Consultant Adam Keppel-Green (from 8.00pm)

- Action:
1. To agree the report for recommendation to Council.
 2. To agree the level of staff consultation and engagement required to implement the recommendations of the report.
 3. Subject to Council approval, to implement all recommendations.
 4. Advice and support to be obtained from Ellis Whittam as required.

11. CORRESPONDENCE

There is none.

12. ITEMS FOR NEXT MEETING

13. DATE, TIME AND PLACE OF NEXT MEETING

To be agreed.