



Minutes of a meeting of the Personnel Committee held on 12 January 2021 via Zoom at 10.30am.

Councillors Present: Councillors D Budd (Chairman), C Turner (Vice Chairman), K Critchley, B Ezzard, Z Gover, K Green, M Russell

Officer Present:

V Ricketts - Town Clerk

390. Apologies for absence

There were no apologies for absence.

391. Declarations of interest

There were no declarations of interest.

392. Public participation time

The Clerk reported that she had received no questions or statements from the public ahead of the meeting and no members of the public were present.

393. Confirmation of minutes of previous meeting held on 18 November 2020

Resolved that the minutes of the Personnel Committee meeting held on 18 November 2020 be approved for signing.

394. Matters arising from the minutes of the last meeting held on 18 November 2020

There were no matters arising.

395. Items considered urgent by the Chairman for report or agenda item for the next meeting.

There were no matters of urgency.

396. Date of the next meeting

To note date of next meeting: **6 April 2021 at 10.30.**

397. Confidential session

Resolved: *That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.*

398. Staff review outcomes update

The Town Clerk gave an update on the staff review outcomes. Apart from the recruitment of staff all outcomes had been actioned.

It was noted that an advertisement for a Deputy Town Clerk had been placed before Christmas for a period of 2 weeks. Unfortunately, this had only resulted in two applications.

Resolved:-

- a) That an advertisement for a Deputy Town Clerk be placed with SLCC for a 4 week period with a closing date of 26 February 2021;
- b) That the 2 applications already received be included with any new applications for the post;
- c) That, due to the national lockdown, the recruitment of the new part-time Lengthsman be considered at the next meeting.

399. Flexitime/TOIL Policy

Members considered a draft flexitime/TOIL policy for staff. With a few minor grammatic changes it was –

Resolved that the flexitime policy for staff be approved.

400. Christmas shutdown

Members considered formalising the Christmas shutdown period for future years.

Resolved that the Christmas shutdown begin at noon on the last working day before Christmas, returning to work the day after the New Year Bank Holiday. The 2 non statutory days, as per all employees’ contracts, to be taken during this period.

401. Annual Leave

In accordance with The Working Time (Coronavirus) (Amendment) Regulations 2020, to consider whether the Council wishes to make a discretionary exception this year to the number of annual leave days permitted to be carried over into the next leave year.

Resolved that, for this year only, all employees be permitted to carry over a maximum of 10 leave days into the 2021/2022 leave year.

402. Request for change to working pattern

Members consider a request from a member of staff to change working pattern/hours.

Resolved that the request be refused.

Chairman.....

Date.....