



Minutes of an informal meeting of the Personnel Committee held on 2 February 2022 via Zoom at 11.00am.

Councillors Present: Councillors D Budd (Chairman), K Critchley, K Green, L Kirk, M Russell and C Turner (Vice Chairman)

Officer Present: V Ricketts - Town Clerk

1. Apologies for absence

Apologies were received from Councillor Z Gover.

2. Declarations of Interest

There were no declarations of interest.

3. Public Participation

There were no members of the public present.

4. Items considered urgent by the Chairman for report of agenda item for the next meeting.

The Chairman reported that there was an urgent item that would be reported at the end of the agenda.

5. Date of the next meeting

To note the date of next meeting: **5 April 2022 at 10.30am**

6. 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

7. Staff Issues

Members considered a number of staff issues and agreed through delegation to the Clerk that:

- a) Financial Regulation 11.1 a) and h) be suspended for this purpose and that Mr Williams be instructed to undertake a mini review as soon as possible to ease staff tension and ensure the Council has the right staff, in the right positions on the correct salary for their responsibilities.
- b) It be formalised that a Christmas Staff Lunch be approved, to be paid for from the Mayor's allowance, each year in December.

- c) That staff, required to work the Queen’s Jubilee Event on 2 June 2022, be paid at double time, with time off in lieu.
- d) That no staff bonus be agreed, either annually or as a one-off payment.

8. Urgent matter

The Town Clerk advised the Committee of a staffing matter. The advice received from the HR lawyers was presented to Members, who agreed that the disciplinary process should be followed. Councillors Budd, Turner and Green were appointed to deal with this matter.

Chairman Date