

RAUNDS TOWN COUNCIL
PERSONNEL COMMITTEE

Minutes: 21st September 2021: Start Time 7.30pm

PRESENT

Cllr K Harrison (Chairman), Cllr S Hughes, Cllr H Howell, Cllr R Beattie, Cllr R Levell, Cllr J Barklamb, Cllr M Levell, Cllr D Hughes

IN ATTENDANCE:

Mr Steve Beech, Town Clerk

254.21 APOLOGIES FOR ABSENCE

None received

255.21 PUBLIC PARTICIPATION Notification of requests from members of the public to address the meeting in compliance with adopted **protocol**.

None received

256.21 QUESTIONS FROM MEMBERS Notification of members questions in compliance with the council's standing orders.

None received

257.21 DECLARATIONS OF INTEREST

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM

None received

258.21 EXCLUSION OF PRESS AND PUBLIC

RESOLVED that the press and public will be excluded from the following agenda item due to the confidential nature of the business under the **Public Bodies (Admission to Meetings) Act 1960**.

259.21 ESTABLISHMENT REPORT

To receive a report from the Town Clerk on proposals to be made to the establishment.

Following a discussion, it was:

RESOLVED that:

a)The Personnel Committee agrees to recommend to Full Council that:

- (i) At the clerk's discretion, resigning staff may be paid accrued holiday pay in lieu of holiday not taken;**
- (ii) Agencies and SLCC be engaged to obtain 2 x temporary part time staff at a reasonable market rate to facilitate an appropriate**

- handover and cover outgoing staff duties until permanent staff are recruited;
- (iii) Authority to select appropriate temporary staff be delegated to the Clerk, Chair of the Personnel Committee, Mayor and Deputy Mayor;
- (iv) The Clerk presents proposals for the restructure of the office and associated recruitment for further consideration by the Personnel Committee. Subsequent recommendations to be brought to Full Council for approval;
- (v) To award a pay increase pending completion of the office restructure;
- (vi) Reiterate that the Clerk may use discretion to authorise office overtime;

There being no further business the meeting concluded at 9.09pm.

Approved:.....(Town Mayor)

Meeting date:12th October 2021.....(Council)

Confirmed:.....(Chairman)

Meeting date:.....5th October 21.....(Committee)