**BRIGG TOWN COUNCIL**

**PERSONNEL COMMITTEE**

**Meeting held on Monday 11 February 2019**

**Chaired by Councillor C Sherwood**

**Present**: Councillors: M Campion, J Kitching, C Sherwood, J Truepenny and R Waltham.

**In attendance**: Dinah Lilley Town Clerk

 Krista Kempson HR Officer

56. To Receive Apologies and Reasons for Absence

 None

57.To Receive and Approve the Minutes, as circulated, of the Meeting held on 14 January 2019.

 **It was resolved that** the record of the meeting held on 14 January 2019, be accepted and signed as a true record.

Proposed: Cllr Truepenny Seconded: Cllr Sherwood

58. **In view of the confidential nature of the business being transacted, it was advisable in the public interest that the press and public be excluded, and be instructed to withdraw.**

Proposed: Cllr Truepenny Seconded: Cllr Waltham

59. a) Declarations of Interest by any Member of the Council in Respect of the Agenda Items Listed.

None

b) To Note Dispensations Given to any Member of the Council in Respect of the Agenda Items Listed.

 None

60.ASSISTANT CLERK TO THE COUNCIL

1. It had been thought that there were some outstanding queries with the Assistant Clerk’s pension, however these had been clarified since the agenda had been issued.

61.ANGEL SUITE MANAGER

1. The HR Officer attended the meeting to advise the Clerk and Committee of processes to be followed during the Angel Suite Manager’s absence.
2. Consideration was also given to how to manage room bookings for the foreseeable future.

62. TO RECEIVE A REPORT FROM THE CLERK ON OUTSTANDING ISSUES.

1. The Clerk updated the meeting on the current status of staff flexi-time. Monitoring to continue
2. The Clerk outlined the current status of her leave and outlined proposals to clear the outstanding balance.
3. The Clerk informed the Committee of NALC changes to the grading of payscales, and that the Clerk’s and Assistant Clerk’s contracts would need to be appended with the new scales.

The meeting closed at 7.19pm

Signed……………………………...............

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| ChairmanPersonnel Committeeheld on Monday, 11 March 2019 |  |