**BRIGG TOWN COUNCIL**

**PERSONNEL COMMITTEE**

**Meeting held on Monday 14 January 2019**

**Chaired by Councillor C Sherwood**

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

**In attendance**: Dinah Lilley Town Clerk

47. To Receive Apologies and Reasons for Absence

Cllr M Campion.

48.To Receive and Approve the Minutes, as circulated, of the Meeting held on 18 December 2018.

**It was resolved that** the record of the meeting held on 18 December 2018, be accepted and signed as a true record.

Proposed: Cllr Truepenny Seconded: Cllr Waltham

49. **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 Sherwood Seconded: Cllr Truepenny

50. 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

51. Cllr Truepenny proposed that item 7a)i on the agenda be brought forwards to be dealt with first.

**It was resolved that** the order of the agenda be changed in order to deal with pressing staffing issues.

Proposed: Cllr Truepenny Seconded: Cllr Waltham

52. TO RECEIVE A REPORT FROM THE CLERK ON OUTSTANDING STAFFING ISSUES.

1. The Clerk recommended that due to the current situation, that the Angel Suite Manager was off sick, the proposed recruitment process for a Domestic Assistant be deferred, until such time as other matters are resolved.

Further discussion ensued and it was proposed that appropriate advice be sought and further meetings arranged as necessary.

**It was resolved that** relevant procedures be followed as advised.

Proposed: Cllr Sherwood Seconded: Cllr Waltham

53.ASSISTANT CLERK TO THE COUNCIL

**It was resolved that**

1. the Assistant Clerk be given payment for time accrued in studying for ILCA.
2. The Assistant Clerk be awarded the salary increment for the completion of ILCA.

Proposed: Cllr Sherwood Seconded: Cllr Truepenny

54.ANGEL SUITE MANAGER

**It was resolved that** the proposed recommendation to Council to proceed with the Angel Suite staffing restructure be deferred.

Proposed: Cllr Sherwood Seconded: Cllr Truepenny

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

1. A review meeting had taken place on 10 January 2019.
2. Consideration had been given to staff attendance at Council/Civic events, and that Councillors be invited to provide support whenever possible.
3. The Clerk updated the meeting on the current status of staff flexi-time. Monitoring to continue.
4. The Clerk outlined the current status of her leave and outlined proposals to clear the outstanding balance.

The meeting closed at 7.31pm

Signed……………………………...............

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| Chairman  Personnel Committee  held on Monday, 11 February 2019 |  |