**BRIGG TOWN COUNCIL**

**PERSONNEL COMMITTEE**

**Meeting held on Wednesday 19 December 2018**

**Chaired by Councillor C Sherwood**

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

**In attendance**: Dinah Lilley Town Clerk

40. To Receive Apologies and Reasons for Absence

None received.

41.To Receive and Approve the Minutes, as circulated, of the Meeting held on 12 November 2018.

**It was resolved that** the record of the meeting held on 12 November 2018, be accepted and signed as a true record.

Proposed: Cllr Truepenny Seconded: Cllr Campion

42. **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

43. 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

44.ASSISTANT CLERK TO THE COUNCIL

**It was resolved that** the Assistant Clerk be given payment for additional time accrued.

Proposed: Cllr Campion Seconded: Cllr Truepenny

45.ANGEL SUITE MANAGER

**It was resolved that** it be recommended to full Council that the proposals from the Angel Suite Review Group, that staffing arrangements for the management of the Angel Suite be restructured.

Proposed: Cllr Sherwood Seconded: Cllr Truepenny

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

1. The Clerk updated the meeting on the current status of staff flexi-time, and reported back on staffing reviews. Monitoring to continue.
2. The Clerk to attend the Responsible Finance Officer Training provided by ERNLLCA
3. Consideration be given to staff attendance at Council/Civic events, and that Councillors be invited to provide support whenever possible.
4. Councillors also be requested to cover the office, if staff unavoidably not available on Thursday mornings, when open to the public.
5. Consideration be given to an early review of arrangements for Remembrance Day, to avoid any confusion with roles and responsibilities.

The meeting closed at 7.00pm

Signed……………………………...............

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| Chairman  Personnel Committee  held on Monday, 14 January 2019 |  |