**BRIGG TOWN COUNCIL**

**PERSONNEL COMMITTEE**

**Meeting held on Monday 4 November 2019**

**Chaired by Councillor C Sherwood**

**Present**: Councillors: Cllrs A Eardley, J Kitching, C Sherwood, P Smith and R Waltham.

**In attendance**: Dinah Lilley Town Clerk

10. To Receive Apologies and Reasons for Absence

Cllr J Gibbons

11.To Receive and Approve the Minutes, as circulated, of the Meetings held on 10 June 2019.

**It was resolved that** the record of the meeting held on 10 June 2019, be accepted and signed as a true record.

Proposed: Cllr Kitching Seconded: Cllr Smith

12. **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.**

**It was resolved that** the Public and Press be excluded.

Proposed: Cllr Waltham Seconded: Cllr Smith

13. 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

14.ASSISTANT CLERK TO THE COUNCIL

None

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

1. To Consider any issues raised by the Clerk
2. The Employee Work Based Risk Assessment (including Lone Working) had been approved by Council on 28 October 2019.
3. Working hours monitoring

Both members of staff were gradually accruing additional hours, as well as untaken leave. Monitoring to continue and a review be undertaken in the new year.

**It was resolved that** consideration of payment for any accrued hours to be deferred until the review had taken place.

1. NALC Financial Regulations Annual Review of salaries.

**It was resolved that** consideration of any changes to salaries be deferred until after the review and staff appraisals had taken place. Any subsequent changes to be effective from April 2020.

The meeting closed at 7.25pm

Signed……………………………...............

Chairman

Personnel Committee held on 6 January 2020