

MABLETHORPE AND SUTTON TOWN COUNCIL

**MINUTES OF A MEETING
OF THE PERSONNEL COMMITTEE**

Held on 22nd March 2018

Present: Cllr Mrs J Taylor (in the Chair)
Cllrs Mrs J Cook A Howard Mrs P Palmer

Absent: Cllrs B Dobbs D Morling

Also Present: Cllr A Mee
Mr S Fletcher (Town Clerk) (part)

5. APOLOGIES FOR ABSENCE

The meeting was advised that apologies with valid reasons for absence had been received from Cllrs B Dobbs and D Morling.

It was proposed, seconded and

Resolved: That apologies be noted with valid reasons accepted from Cllrs B Dobbs and D Morling.

6. DECLARATIONS OF INTEREST

There were none.

7. TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING HELD ON 24TH JULY 2017 AND TO AUTHORISE THE CHAIRMAN TO SIGN THE OFFICIAL MINUTES

It was proposed, seconded and

Resolved: That the official minutes of the meeting held on 24th July 2017 be approved as a correct record and signed by the Chairman.

8. TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED IN RELATION TO THE FOLLOWING MATTERS:-

To receive, discuss and approve employee annual appraisals and resolve to implement any recommendations contained within in respect of :-

- (i) Mr Steve Fletcher -Town Clerk
- (ii) Mrs Susan Archibald - Deputy Clerk
- (iii) Mr Oliver Monk - Admin Assistant

It was proposed, seconded and

Resolved: That the Personnel Committee move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed

The meeting continued in the absence of press and public. Not for publication by virtue of Section 100(a) para. 4 of the Local Government Act 1972, the items being of a confidential nature)

This part of the meeting closed at 11.30 a.m.

Minute arising from confidential item:-

9. **TO RECEIVE, DISCUSS AND APPROVE EMPLOYEE ANNUAL APPRAISALS AND RESOLVE TO IMPLEMENT ANY RECOMMENDATIONS CONTAINED WITHIN**

It was proposed, seconded and

Resolved: (a) That the recommendation with regard to a salary increment of 2 NJC scale points for the Town Clerk be approved;

It was further proposed, seconded and

Resolved: (b) That the recommendations with regard to a salary increment of 1 NJC scale point for the Deputy Town Clerk, be approved

It was further proposed, seconded and

Resolved: (c) (i) That the salary for the Administration Assistant to be revised to the NJC scale base rate + 1;

(ii) that the working hours of the Administration Assistant be increased from 30 to 37 hours per week (to be agreed locally with provision made within the 2018/19 budget); and

(iii) that the Administration Assistant be enrolled for the NVQ Level 3 in Business Administration from April 2018.

It is noted that all above recommended salary increments are subject to the 2018/19 national pay award percentage.

It was further proposed, seconded and

Resolved: (d) That a letter of thanks be sent to all members of staff by the Chairman of the Personnel Committee in recognition of their hard work and dedication to the Council and the community throughout the past 12 months.

The meeting closed at 12.07 p.m.