

MABLETHORPE AND SUTTON TOWN COUNCIL
MINUTES OF A MEETING
OF THE PERSONNEL COMMITTEE
Held on 22nd April 2024

Present: Cllr C Arnold (in the Chair)
Cllrs S Bristow S Holland G Parkhurst (part)
C Tebbutt

Absent: None

Also Present: Cllr P Russell
Mr S Fletcher (Town Clerk) (part)

23. **APOLOGIES FOR ABSENCE**

There were none.

24. **DECLARATIONS OF INTEREST**

There were none.

25. **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 27TH SEPTEMBER 2023.**

It was proposed, seconded and

Resolved: That the official minutes of the meeting of the Personnel Committee held on 27th September 2023 be approved as a correct record and signed by the Chairman.

26. **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE JOINT MEETINGS OF THE ADMINISTRATION AND PERSONNEL COMMITTEES HELD ON 31ST JANUARY 2024 AND 8TH FEBRUARY 2024.**

It was proposed, seconded and

Resolved: That the official minutes of the joint Meetings of the Administration and Personnel Committees held on 31st January 2024 and 8th February 2024 be approved as a correct record and signed by the Chairman.

27. **UPDATED CONTRACTS OF EMPLOYMENT**

The issuing of updated NJC contracts of employment for all staff members was noted.

28. **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:**

(1) To receive and consider report in respect of expenses.

(2) To discuss and approve employee annual appraisals (2023/24) and resolve to implement any recommendations contained within in respect of:-

- Town Clerk & RFO
- Deputy Clerk
- 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 Not for publication by virtue of Section 100(a) para. 4 of the Local Government Act 1972, the items being of a confidential nature)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 5.48 p.m.

Minutes arising from confidential item:

29. **TO RECEIVE AND CONSIDER REPORT IN RESPECT OF EXPENSES.**

It was noted that Cllr Parkhurst joined the meeting at 5.51p.m.

It was proposed, seconded and

Resolved: That the Town Council recompenses staff members for the unintentional underpayment of travel claims as presented subject to acceptance by staff members.

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

Cllr Arnold and Mr S Fletcher presented the appraisals in respect of the Deputy Clerk and Admin Assistant.

Mr Fletcher left the room at 6.01 p.m.

Mr Fletcher rejoined the meeting at 6.12 p.m.

The dedication and effort of all staff members over the last year was recognised by the committee and praise for staff efforts was noted.

It was proposed, seconded and

Resolved: (a) That the appraisal for the Town Clerk & RFO be deferred to a future meeting as the appraisal process had been delayed.

It was further proposed, seconded and

Resolved: (b) That the recommendation regarding a salary increment of 1 NJC scale point for the Deputy Town Clerk, be approved.

It was further proposed, seconded and

Resolved: (c) That the recommendation regarding a salary increment of 1 NJC scale point for the Admin Assistant, be approved with a further review to be taken within 6 months to include a job role evaluation.

It is noted that the above recommended salary increments would be implemented (retrospectively) subject to any national pay award percentages during the 2024/25 period.

The meeting closed at 6.18 p.m.