

MABLETHORPE AND SUTTON TOWN COUNCIL
MINUTES OF A MEETING
OF THE PERSONNEL COMMITTEE
Held on 29th July 2024

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

Absent: Cllr J Rastall

Also Present: Mr S Fletcher (Town Clerk) (part)

1. **TO APPOINT A CHAIRMAN FOR THE 2024/25 ADMINISTRATION PERIOD**

It was proposed, seconded and

Resolved: That Cllr P Russell be elected Chairman for the 2024/25 administration period.

2. **TO APPOINT A VICE-CHAIRMAN FOR THE 2024/25 ADMINISTRATION PERIOD**

It was proposed, seconded and

Resolved: That Cllr S Bristow be elected Vice Chairman for the 2024/25 administration period.

3. **APOLOGIES FOR ABSENCE**

There were none

4. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011 – BEING ANY PECUNIARY INTEREST IN AGENDA ITEMS NOT PREVIOUSLY RECORDED ON MEMBERS’ REGISTER OF INTERESTS**

There were none.

5. **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING HELD ON 22ND APRIL 2024**

It was proposed, seconded and

Resolved: That the official minutes of the meeting held on 22nd April 2024 be approved as a correct record.

6. **TOWN CRIER UNIFORM**

It was proposed, seconded and

Resolved: That the Town Council purchases a supplementary summer Town Crier uniform to ensure corporate compliance with employment and H&S legislation at a cost circa £1,300 and be sourced from the Town Council preferred supplier with such uniform to remain the property of the Town Council.

7. **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:-**

- (i) To receive update(s) in respect of counselling and occupational health.
- (ii) To receive annual staff appraisal and consider recommendations.
- (iii) To receive an update in respect of temporary contact measures and agree further strategic aims.

(iv) To consider staff member job evaluation exercise.

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 Not for publication by virtue of Section 100(a) para. 4 of the Local Government Act 1972, the items being of a confidential nature)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 items:

8. **UPDATES IN RESPECT OF COUNSELLING AND OCCUPATIONAL HEALTH.**

Cllr C Arnold gave an update in respect of counselling and occupational health enrolment and advised that the service was available to both staff and elected Members.

The Town Clerk left the meeting at this point.

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

The demanding and difficult circumstances and sterling work undertaken by all staff members since the election in 2023 was noted by the committee and praise for staff dedication and efforts were recognised.

It was proposed, seconded and

Resolved: That the recommendation with regard to a salary increment of 1 NJC scale point for the Town Clerk be approved.

The Town Clerk rejoined the meeting at this point.

10. **TO RECEIVE AN UPDATE IN RESPECT OF TEMPORARY CONTACT MEASURES AND AGREE FURTHER STRATEGIC AIMS**

Cllr C Arnold gave an update in respect of responses received from elected Members and members of staff in relation to measures put in place to restrict access to staff members due to poor behaviour.

It was proposed, seconded and

Resolved: (a) That the Town Council retains the following safeguarding measures: That any contact or requests of the Town Clerk and staff members, with the exclusion of submitting apologies for meetings, be channelled through the Mayor or the Chairs of the relevant Committees, with no one-to-one meetings to be held with the Town Clerk or staff members, except in exceptional circumstances, where another Councillor or officer should be in attendance in accordance with adopted policy and (b) That this matter be reviewed in three months' time.

41. **TO CONSIDER STAFF MEMBER JOB EVALUATION EXERCISE**

It was proposed, seconded and

Resolved: That the Town Clerk carries out further exploratory works and reports findings back to a further meeting.

The meeting closed at 6.21 p.m.