



Seaford Town Council

MINUTES of a **Meeting** of the **Personnel Committee** held at the Council Chambers, 37 Church Street, Seaford on **Wednesday 14th March 2018** at **7.00pm**.

Present:

Councillor S Adeniji (Chair), L Freeman (Vice-Chair), R Honeyman, A Latham and P Lower.
James Corrigan, Town Clerk – Seaford Town Council
Georgia Raeburn, Executive Support Officer – Seaford Town Council
No members of the public were present.

PE13/03/17 Apologies for Absence

There were no apologies for absence.

PE14/03/17 Disclosure of Interests

No declarations were made of disclosable pecuniary interests or interests other than pecuniary interests as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

PE15/03/17 Exclusion of the Press and Public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be **EXCLUDED** from the remainder of the meeting as the items concerned confidential personnel details.

PE16/03/17 2017 Annual Appraisals

The Committee discussed the contents of exempt report 138/17 providing an update on the 2017 Annual Appraisal scheme. The Clerk is to arrange training will all managers just to ensure that objectives set are SMART (specific, measurable, attainable, relevant and time-bound).

It was **RESOLVED** to **NOTE** the update on the 2017 Annual Appraisal process.

PE17/03/17 Pay Gradings & Awards

The Committee discussed the contents of exempt report 132/17 regarding employee's pay grades and annual pay increases.

PE17.1 It was **RESOLVED** to **APPROVE** pay increases for relevant members of staff and casual workers as per Appendix A of exempt report 132/17.

PE17.2 It was **RESOLVED** to **NOTE** that inflationary increases will be given to the relevant staff, as per exempt report 132/17, once announced by the National Joint Council, along with any backdated payment due.

PE17.3 It was **PROPOSED** to **NOT APPROVE** the individual request within exempt report 132/17 but to recognise the exceptional work done by this and all employees within the Council; this motion was **CARRIED**.

PE18/03/17 Holiday Leave

The Committee discussed the contents of exempt report 140/17 informing the Committee of holiday leave arrangements and seeking approval for payment for unused holiday entitlement. The Committee discussed concerns of setting a precedent of paying in lieu of holiday.

It was **PROPOSED** that the Committee **AGREE** that payment will not be made in lieu of unused holiday and that instead, unused holiday leave should be carried forward by employees and used as soon as practicable; this motion was **CARRIED**.

PE19/03/17

Review of 2017 Staffing Review & Job Evaluation

The Committee discussed the contents of exempt report 144/17 providing an update on the review of the effectiveness of the 2017 Staffing Review & Job Evaluation. The Committee discussed the review in depth and the next steps to be taken to look at future additional staffing options, building on the improvements brought by the 2017 review.

PE19.1 It was **RESOLVED** to **RECOMMEND** that Full Council agrees that the contracted hours of the Planning Officer role be increased to 6 hours per week.

PE19.2 It was **RESOLVED** to **RECOMMEND** that Full Council agrees that the contracted hours of the Executive Support Officer role be permanently increased to 37 hours per week.

PE19.3 It was **RESOLVED** that Officers be **INSTRUCTED** to look at costings and feasibility for future additional staffing as per exempt report 144/17 and report back to the Personnel Committee.

PE20/03/17

Employee Engagement Review

The Committee discussed the contents of exempt report 139/17 updating the Committee on the options regarding a staff morale and motivations review. The Committee discussed the purpose and aims of the review, the timing to carry it out and the opportunity to undertake this annually as a useful benchmarking exercise.

It was **RESOLVED** to **INSTRUCT** Officers to carry out an Employee Engagement Survey when appropriate and report the findings back to the Personnel Committee.

(The Town Clerk exited the meeting)

PE21/03/17

Time Off In Lieu Hours

The Committee discussed the contents of exempt report 149/17 updating the Committee on discussions regarding an employee's time off in lieu hours. The Committee discussed the report in great depth, the process undertaken to date, the professional advice sought, the internal procedures for additional hours worked and the options available. The Committee also briefly discussed the review of the Council's Time Off In Lieu Policy, which is due to be undertaken.

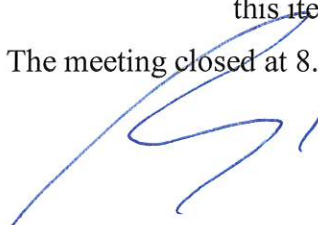
PE21.1 It was **RESOLVED** to **NOTE** the contents of the report.

PE21.2 It was **RESOLVED** to **RECOMMEND** that, as per the contents of exempt report 149/17, Full Council agrees to a one-off payment as full and final settlement of the employee's time off in lieu balance, which will revert to zero from the date of the decision being made.

PE21.3 It was **PROPOSED** that employees be instructed to give a brief narrative in the notes column on timesheets as to the reason and/or work carried out when additional hours have been worked; this motion was **CARRIED**.

The Committee requested that Council members be provided with a copy of exempt report 149/17 and the appendix for the Council meeting on 29th March 2018 when this item would be considered.

The meeting closed at 8.02pm.


Councillor Sam Adeniji
Chairman