

Minutes of a meeting of the **Personnel Committee** of **Bingham Town Council**, held in The Old Court House, Church Street, Bingham, on **Tuesday, 18th April, 2017**, at **7.00 p.m.**

**PRESENT:**

Councillor Mrs K Vallance - Chairman  
“ R. Bird  
“ A. R. Harvey  
“ Mrs. S. Hull  
“ Mrs. E. Hutchison  
“ Mrs. J. Costello  
“ J. Stockwood

**1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:**

No apologies for absence.

**2.00 DECLARATIONS OF INTEREST:**

No declarations of interest.

**3.00 MINUTES**

The Minutes of the Personnel meeting held on the 28th February, 2017, Folios 8579/8584, were taken as read, approved and signed by the Chairman as a correct record.

**4.00 MATTERS ARISING**

The Chair was asked to confirm that the addition of the Risk Assessment had been added to the Lone Worker Policy, as agreed at the Personnel Meeting held on the 28<sup>th</sup> February, 2017, Folio 8579.

**5.00 STAFF REFRESHMENTS**

Members discussed that Tea/Coffee and Milk were provided to visiting guests but there were no current arrangements for staff. It was:-

**RECOMMENDED** that the Council provide Tea, Coffee, Milk and Sugar for all Staff.

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#### **6.00 PERFORMANCE REVIEWS**

Performance reviews were carried out in July/August 2016 and it was agreed that these could be performed once a new Town Clerk/Town Manager was in position. The date can then be altered for forthcoming years at a later stage. Mrs Sadler had not received a review as she was employed after the review dates. It was:-

**RECOMMENDED** that Mrs Sadler complete her performance review with the Office Manager or Locum Clerk.

#### **7.00 STAFF TRAINING UPDATES**

Members were updated that a local Monument Training Course was still being sought for the Grounds Staff.

The CILCA training dates were confirmed and were due to commence in June 2017. As the Locum Clerk was unable to sort the office on these dates, further staffing may be required. It was :-

**RECOMMENDED** to place Mrs Riddle on the CILCA training course, subject to staff coverage.

#### **8.00 PAY SCALES**

Members noted that the Council's current salary tiers differed from the Nottinghamshire County Council tiers. The spinal points and salary were in line, but the tier bands were different. It was agreed to look at other similar parishes and compare tier bands. Members also noted that Staff move up the spinal points, until reaching the top of their tier, on an annual basis. Members agreed that on discussing the tier bands, the Council would need to decide if the move up the spinal points should become performance related.

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**9.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**PRIOR TO THE COMMENCEMENT OF THE FOLLOWING BUSINESS, THE FOLLOWING RESOLUTION WAS PROPOSED, SECONDED AND CARRIED:**

“In view of the confidential nature of the business about to be transacted, the Press and public be excluded from the remainder of the meeting.”

The following matters were discussed:-

- 01 DATA PROTECTION**
- 02 UPDATES ON COMPLAINTS AND GRIEVANCE MATTERS**
- 03 STAFFING ISSUES**

As there was no further business to discuss, the meeting closed at 7.45 p.m.

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CHAIRMAN

Date: .....