

Minutes of a meeting of the Personnel Committee of Bingham Town Council
held in the Council Chamber at The Old Court House, Church Street, Bingham,
on Tuesday 26th September at 7.15pm

PRESENT:

Councillors; G Davidson, A R Harvey, A Shelton (sub for F Purdue-Horan), R Bird and J Costello

Also Present

Councillors; J Stockwood and K Vallance

Officers: S Pyke (Town Clerk) and J Riddle (Office Manager)

1. **TO ELECT AND APPOINT A CHAIR**

Councillor G Davidson was proposed and duly elected as Chair.

2. **APOLOGIES FOR ABSENCE AND ACCEPTANCE**

Apologies for absence were received and accepted from Councillor F Purdue-Horan.

3. **TO ELECT AND APPOINT A VICE CHAIR**

The Committee agreed to postpone appointing a Vice Chair to give new Councillors an opportunity to make any interest known.

4. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

5. **MINUTES**

The Minutes of the Personnel Committee meeting held on the 27 June 2017 Folios 8679/8680, having been circulated prior to the meeting were taken as read, approved and signed by the Chair as a true record.

6. **UPDATE ON STAFF CONTRACTS**

Councillor Davidson reported that the HR advisor had met with all staff with reference to gathering information on their contracts. A report from the HR Advisor was given to members. Councillor Davidson reported that the staff wished to remain with the NJC terms that were currently following within their contracts. Councillor Harvey said that Council had discussed moving away from the NJC terms due to cost implications to the Council in the long term. A target date to conclude the work around staff contracts was set as: 22 December. It was agreed that both options of staying with the NJC terms and moving to alternative terms would need to be presented to Council, with the costs involved.

RECOMMENDED: that Councillor Davidson would gather information from the staff for their preferences and reasoning for wanting to keep to the NJC terms.

RECOMMENDED: that 2 quotes should be obtained for HR Consultancy relating to the drafting of contracts.

7. **NUMBER OF HOURS FOR THE ADMINISTRATION POST/S**

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The Clerk explained that on reviewing the work load and skills required in the office, she would like to recommend an increase in the hours for the agreed administration post, be increased from 20 hours to around 30. The option of splitting the role into 2 posts would allow for flexibility in the office and would enable the office to recruit the wide skill range that has been identified. The Office Manager is also prepared to increase her hours by 6 hours per week.

The Committee was updated that creating a fast, temporary but workable office environment would be presented to the next Resources Committee.

RECOMMENDED: that the hours are increased to 32 and the posts to be advertised as two posts.

The Clerk was tasked with circulating the job advertisement and corresponding job descriptions.

RECOMMENDED: that the Office Manager's hours are increased by 6 hours per week.

8. **PANEL FOR ADMINISTRATION POSTS**

RECOMMENDED: that the panel would consist of two members of staff (to include the Town Clerk) and Councillor G Davidson as Chair of the Personnel Committee.

9. **TO CONSIDER A CHANGE IN JOB TITLE**

RECOMMENDED: that the Office Manager is recognised as the Deputy Clerk with no other changes to existing terms and conditions other than to reflect the increase in hours recommended in the above minute 7.

10. **UPDATE ON GROUNDSTAFF**

The Committee was updated that Vincent Herring is anticipating returning to work early in December subject to medical approval. This would be initially restricted to light duties to further aid his recovery.

11. **TO CONSIDER A REVIEW OF HOURLY PAY FOR GROUNDSTAFF**

Councillor Vallance explained to the Committee that she has looked at figures nationally when the new Grounds Staff were employed earlier in the year. It was agreed that the Clerk would look at the figures obtained by Councillor Vallance, investigate figures locally and report back to the Committee.

12. **TO CONSIDER KEY-MAN COVER**

The Clerk explained that this optional insurance provided cover if the Grounds staff were unable to work due to injury (not sickness), for £25 per employee, per year, the Council could make a claim for outsourcing work or employing temporary staff.

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Councillor Harvey commented that he felt there may be legislation that could make it a benefit to the employee in the eyes of HMRC. It was agreed that the Town Clerk would investigate this further and report back to the Committee for a decision.

13. **TO RECEIVE MICK ROBERTS RETIREMENT LETTER**

The Committee acknowledged confirmation that Mick Roberts would be retiring from the Council in December 2017.

It was agreed the Town Clerk would write to Mick Roberts, thanking him for his words and for his many years of service to the Council.

14. **TO CONSIDER AN INSURANCE CLAIM IN RESPECT OF ABSENCE**

The Clerk updated the Committee that the Council could potentially make a claim under their insurance provision, in respect of the additional costs incurred by Council, during the absence of Vincent Herring.

The Committee agreed that before making a decision to make a claim that the Clerk would confirm if the claim would affect the Council's claims log and premium if unsuccessful.

15. **TO NOTE JURY SERVICE**

The Committee noted that Neil Roberts and Joanne Riddle had confirmed jury service dates for January 2017 and March 2017.

16. **ATTENDANCE AT INSTITUTE OF GROUNDSMANSHIP (IOG) TRAINING**

The Committee noted that Neil Roberts and Kevin Handley were booked to attend IOG training on 24th October 2017.

17. **CHRISTMAS AND NEW YEAR OPENING**

The Committee noted that the office would be closed for the Christmas period from noon Friday 22nd December 2017 and would re-open at 9:30am Tuesday 2nd January 2018.

The local funeral directors would be contacted making them aware of the closure and how to make contact with the office should it be required during this period.

Meeting Closed at: 8:07pm

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CHAIRMAN

Date: