



Name: Cllr Alka Mehta-Graham
(Chair)

Date: 7th of March 2024

Signed:

Minutes of the Personnel Committee Meeting

held in the Council Chamber, Emersons Green Town Council,

1900hrs on Thursday 12th of October 2023.

Present: Councillors Alka Mehta-Graham (Chair), Bobbie Sunderland (Deputy Mayor), and Colin Hunt.

Absent: None.

In attendance: Town Clerk, Ian Lyons.

Apologies: None.

Public: None.

Notes: The meeting began at 1900hrs. All resolutions are passed with a majority vote, by a show of hands, unless otherwise stated.

PER_2023.01 Election.

To receive and consider nominations for the position of Personnel Committee Chairman.

Minutes: A single nomination was received for Cllr Alka Mehta-Graham to be elected as Chairman of the Personnel Committee for the remainder of the municipal year.

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Bobbie Sunderland, and resolved that:

Resolved: Cllr Alka Mehta-Graham be the Chairman of the Personnel Committee for the remainder of the municipal year.

PER_2023.02 Election.

To receive and consider nominations for the position of Personnel Committee Deputy Chairman.

Minutes: A single nomination was received for Cllr Bobbie Sunderland to be elected as Deputy Chairman of the Personnel Committee for the remainder of the municipal year.

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Alka Mehta-Graham, and resolved that:

Resolved: Cllr Bobbie Sunderland be the Deputy Chairman of the Personnel Committee for the remainder of the municipal year.

PER_2023.03 Welcome and Introductions.

Minutes: The Chair welcomed everyone present at the meeting and explained the emergency procedures.

PER_2023.04 Declaration of Interests under the Localism Act 2011.

Minutes: The Chair reminded members of the requirement to declare an interest. The Town Clerk declared a potential interest in item 11 if members wished to administer the Formal Reward Scheme.

PER_2023.05 Public Participation.

Minutes: No members of the public were present.

PER_2023.06 Minutes.

Motion: It was moved by Cllr Alka Mehta-Graham, supported by Cllr Bobbie Sunderland, and resolved that:

Resolved: That the Minutes of the Personnel Committee meeting held on the 23rd of March 2023, copies having been circulated, be approved as a correct record, and signed by the Chair.

Minutes: The minutes were signed at the meeting by Cllr Alka Mehta-Graham.

PER_2023.07 Privacy.

To consider excluding the public and press due to the confidential nature of the following items.

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Bobbie Sunderland, and resolved that:

Resolved: The remainder of the meeting be conducted in a private session to the exclusion of the press and public.

PER_2023.08 Outstanding items.

Minutes: At the invitation of the Chair, the Town Clerk circulated a summary of the work undertaken as a result of the resolutions and action points from the previous meetings, in the *Clerk's Report*.

PER_2023.09 Summary of Achievements.

To note the 'Clerk's Special Report', copies having been circulated.

Minutes: The *Clerk's Special Report* was circulated, presenting a list of achievements over the last 12 months. After this, on behalf of the Committee, Cllr Alka Mehta-Graham thanked the Town Clerk for a job well done.

PER_2023.10 Human Resources and Recruitment.

To review the human resources available to the Council and make any recommendations to the Full Council.

Minutes: To start with, at the invitation of Cllr Alka Mehta-Graham (Chair), the Town Clerk provided advice from the *Clerk's Report*.

After this, the Committee reviewed the current structure and employment priorities of the Council and then considered the priorities and timescale for the next phase in the recruitment process. Next, a short debate about the current contractors, outsourcing, and budgets took place. Then,

Motion: It was moved by Cllr Bobbie Sunderland, supported by Cllr Alka Mehta-Graham, and resolved that:

Resolved: The Personnel Committee recommends that the Full Council delegates authority to the Town Clerk to recruit and appoint a Youth Officer and Community Caretaker on a full-time contract.

PER_2023.11 Pay and Working Conditions.

- To consider any proposals, copies having been circulated, and make recommendations to Full Council.
- To administer the Formal Reward Scheme.

Minutes: To start with, at the invitation of Cllr Alka Mehta-Graham (Chair), the Town Clerk provided advice from the *Clerk's Report*, and circulated a draft proposal for an indoor and outdoor rest area.

After this, the Committee reviewed the current pay and working conditions for employees. After that, a short debate took place about the best arrangements to accommodate rest and collaboration areas. Then,

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Bobbie Sunderland, and resolved that:

Resolved: The Personnel Committee recommends that the Full Council delegates authority to the Town Clerk to create an indoor and outdoor rest area, example copies having been circulated

Minutes: After a series of questions from Councillors about the Formal Reward Scheme, the Town Clerk declared an interest and withdrew from the meeting. At this point,

Councillor Alka Mehta-Graham assumed the responsibility for recording the minutes.

Motion: It was moved by Cllr Bobbie Sunderland, supported by Cllr Alka Mehta-Graham, and resolved that:

Resolved: The Personnel Committee awards the Town Clerk one spinal point increase plus one day's non-accruable annual leave.

Minutes: The Town Clerk rejoined the meeting and recorded the resolution.

PER_2023.12 Appraisals.

To nominate a Councillor to undertake the Clerk's performance appraisal.

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Bobbie Sunderland, and resolved that:

Resolved: The Personnel Committee nominates Alka Mehta-Graham to undertake the Clerk's performance appraisal.

PER_2023.13 Dates and Timings.

Minutes: The Chair announced that the next meeting of the Personnel Committee was scheduled to take place:

Thursday 7th of March 2024 at 1900hrs in the Emersons Green Town Council Chamber.

The Chair concluded the formal business of the meeting at 1954hrs and announced that an informal 'round-table' discussion would take place afterward.