



Name: Cllr B Sunderland  
(Chair)

Date: 22<sup>nd</sup> of January 2024

Signed: Original signed

## **Minutes of the Personnel Committee Meeting**

**held in the Council Chamber, Emersons Green Town Council,**

**1900hrs on Thursday 12<sup>th</sup> 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 23<sup>rd</sup> 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 7<sup>th</sup> 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.