



**Minutes of a meeting of the Personnel Committee held on  
Tuesday 4<sup>th</sup> October 2022, commencing 3pm, in the Silvester Horne Institute**

**Present:** Cllr. J. Lawton (Chair), Cllr. A. Munro, Cllr. C. Carson, Cllr. H. Stowell

**In Attendance:** Mrs G Bailey, Locum Town Clerk

**PC.20 Apologies**

Apologies from Cllr Davies were received and accepted.

**PC.21 Declarations of Interest**

There were no declarations of interest.

**PC.22 Minutes**

It was proposed by Cllr Carson, seconded by Cllr Munro and **resolved** to accept the minutes of the meeting held 16<sup>th</sup> August 2022 as a true record. The Chair signed the minutes.

**PC.23 Staff Appraisals**

The Clerk gave the committee a verbal update on the recent appraisal undertaken with one member of the Outdoor team. The second appraisal is booked for October.

**PC.24 Pay Settlement 2022-2023**

The committee received a briefing note issued by Shropshire Council detailing the employers offer for the pay settlement for April 2022. The offer is for a pay increase of £1,925 and an increase of 4.04% on all allowances from 1<sup>st</sup> April 2022 and, from 1<sup>st</sup> April 2023, an increase of a day's annual leave for all employees.

The estimated additional costs will be approximately £15,000. Payroll costs will remain within budget due to vacant posts.

It was agreed to re-order the agenda.

**PC.26 Training**

It had been agreed that SG should be supported to undertake a level 3 apprenticeship in horticulture. This would be funded by the apprenticeship scheme. We have been unable to determine that the candidate has the required entry level skills. The deputy clerk is working with the staff member to find a suitable alternative.

As part of the appraisal with GR it was identified that he would like to undertake the IOSH 'Managing Safely' course.

It was proposed by Cllr Stowell, seconded by Cllr Lawton and **PC 22/23 011 resolved** to approve the IOSH Managing Safely course at a cost of £350.

The committee discussed the importance of ensuring that training is relevant and of value to the Council. Cllr Lawton circulated a draft Training Evaluation sheet for members to consider. With slight amendments, this will be adopted.

**PC.27 Confidential Items**

It was proposed by Cllr. Lawton, seconded by Cllr. Stowell and **resolved** to exclude Public and Press to enable discussion of confidential matters.

**PC.25 Town Clerk**

The committee considered a draft job description for the post of Town Clerk. It was agreed that it was a comprehensive document. The committee discussed:

- a) Interim solution: Cllr Lawton advised that she had approached SLCC for suitable candidates with no positive outcome.
- b) Permanent solution: the solicitor has advised that it would not be reasonable to expect appointment of a new Town Clerk to be delayed indefinitely.

The committee discussed a potential solution using staff already in post as an interim solution which could become permanent.

It was proposed by Cllr Munro, seconded by Cllr Stowell and **PC 22/23 012 resolved** to speak to staff members and present a report to Full Council.

Councillor Munro left the meeting.

**PC.28 Outdoor Team**

In order to get the outdoor team up to date and the cemeteries and war memorials up to a high standard the clerk and Chair of committee have appointed an agency member of staff for 3 weeks. This is working well.

It was agreed to halt recruitment for the time being and engage agency staff members as needed.

**PC.29 Update on Staffing Matters**

There were no further updates.

It was agreed that there should be a meeting in December to discuss staffing structure and budgets.

The next meeting will be on **Thursday 8<sup>th</sup> December 2022 at 9.30am.**

There being no further business the meeting closed at 16:50pm.

Signed .....

Date .....