

## MINUTES OF A MEETING OF LYDD TOWN COUNCIL PERSONNEL COMMITTEE

Held on Monday 4<sup>th</sup> April 2022 at 7pm in the Guild Hall Chamber

**Present: Councillors Darren Chapman (Chairman), Mrs Ann Duncan, Clive Goddard, Paul Rye, Martin Sweeney (Town Mayor).**

Angela Alexander – Town Clerk

**88. APOLOGIES**

None – all Committee members present.

**89. DECLARATIONS OF INTEREST**

Members agreed to declare any interests as and when they arose.

**90. MINUTES**

***RESOLVED: The minutes of the meeting held on Monday 17<sup>th</sup> January 2022 were agreed and signed as a true record of the meeting by the Chairman  
Proposed by Cllr Mrs Duncan and seconded by Cllr Paul Rye  
Unanimous***

**91. PRESS AND PUBLIC EXCLUDED**

***RESOLVED: that this meeting be held without press or public present as the content of discussions will involve sensitive and confidential matters and is therefore exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the local Government Act 1972, to be treated as confidential by Members***

**92. CONFIDENTIALITY**

The Chairman reminded Councillors on the subject of confidentiality on all matters discussed at this meeting.

**93. FREEDOM OF INFORMATION REQUESTS****Confidential report 2022/C0003**

The Chairman updated the Committee on this matter and the discussions he has held with the Data Protection Officer.

**94. STATEMENT OF STAFF HOLIDAY****Confidential report 2022/C0004**

The Chairman reported on the situation with staff holiday for the leave year until 31<sup>st</sup> March 2022 and his recommendations. It was noted that one staff member had taken more time than the leave hours and exceeded their allowance by 7 hours, but that this included time to attend a funeral of a family member. It was noted that there was not a Council policy on this situation and Cllr Mrs Duncan suggested that these situations be considered on a case-by-case basis.

It was discussed that some members of staff had not been able to take all their holiday entitlement due to workload and absences in the office team. The Chairman said that he hoped that the summer and Christmas shutdowns which had been agreed would help with this for the future.

The Town Clerk advised that she was building in resilience and that Diane was being shown how to do the HMRC RTI salaries and pensions. The Town Clerk and Diane had attended a virtual AGAR training session as there have been some recent changes to the information to be submitted on the form. This had been helpful for Diane as it had covered the

transparency code and put into perspective the legal deadlines for uploading information to the website which then meets compliance and that the noticeboards were no longer the medium for compliance. It had also been covered that if there are recommendations from the Independent Internal Auditor that these must be considered carefully by Council and their recommendations must be acted upon and changes made as required.

**RESOLVED: That members of staff with untaken leave hours would be paid for these hours and that the member of staff who had exceeded the leave allowance of 7 hours would be granted this time as compassionate leave.**

**Proposed by Cllr Clive Goddard and seconded by Cllr Mrs Duncan  
Unanimous**

#### **95. NALC/NATIONAL JOINT COUNCIL PAY AGREEMENT 2021-22 (Appendix)**

The agreed NJC pay scales agreement 2021-22 had been circulated to the Committee members with their agenda paperwork. The new rates of pay are applicable from 1<sup>st</sup> April 2021 and the advice from NALC is that employers are encouraged to implement this pay award as swiftly as possible.

**RESOLVED: Received and noted.**

#### **96. STAFFING MATTERS**

The Mayor raised concerns regarding the broken glass on the Rype and the frequency of litter picking. The Chairman of Personnel to spend time with the Handyperson during his work routine which is on Monday, and Thursday morning and full day on Wednesday. It was noted that the Town Clerk had contacted the Deputy Mayor, Bob Jones at approximately 5.30pm on the Tuesday evening when made aware of the problem and that he had attended to the problem without delay. It was noted that any Councillor can pick up litter if there is a problem. The Clerk advised that the parents/carers of the child who had cut their hand had not reported the matter to the Town Council offices.

#### **97. COUNCILLOR SKILL SET AND COMMITTEE PREFERENCE FORMS**

Draft councillor skill set form and committee preference forms and outside body forms had been circulated for consideration. These would be accompanied by a letter from the Mayor and it was discussed that this would put councillors on the Committees they wanted and that they demonstrated they had the skills for. It was noted that some Councillors may be reluctant to participate in completing forms but that would be their decision not to be included in the process. The Mayor, Deputy Mayor and Chariman of Personnel to meet when the forms are completed to discuss. The Mayor said that he is aware that Cllrs Goddard and Hills have experience and training due to their District and County Council roles but this skills forms should be considered along with other Councillor's training records and that Councillors who have a black mark next to their name should be considered if they have improved.

**RESOLVED: That the forms as presented be sent to all Councillors along with a letter from the Mayor to be returned to the Town Clerk prior to Mayor Making meeting to be considered by the Mayor, Deputy Mayor and Chairman of Personnel**

**Proposed by Cllr Goddard and seconded by Cllr Sweeney.  
Unanimous**

The meeting closed at 8pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_