

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

Held on Monday 30<sup>th</sup> January 2023 at 6.30 pm in the Guild Hall Chamber

**Present: Councillors Clive Goddard, R.S. Jones, Paul Rye and Martin Sweeney (Town Mayor and Chairman of the meeting)**

Angela Alexander – Town Clerk  
Mrs Diane Cavey – Assistant Town Clerk (in part)

**22. APOLOGIES**

Cllr Darren Chapman who was unwell

**23. DECLARATIONS OF INTEREST**

None

**24. MINUTES**

***RESOLVED: The minutes of the meeting held on Monday 30<sup>th</sup> October 2022 were agreed as a true record of the meeting and signed by the Chairman***

***Proposed by Cllr Jones and seconded by Cllr Goddard***

***Unanimous***

**25. 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***

***Proposed by Cllr Jones and seconded by Cllr Goddard***

***Unanimous***

**26. CONFIDENTIALITY**

The Chairman reminded Councillors that anything discussed in this meeting must remain confidential and not be discussed outside of the meeting.

**27. STAFFING MATTERS**

**Confidential report 2023/C0002**

- a) The Assistant Town Clerk attended the meeting to report on matters affecting her role. She raised concerns particularly around the last Planning Committee meeting where Councillors had attended unprepared to be able to make informed decisions on the applications having not read their paperwork or saying they could not access the links on the Planning website. Minutes were proposed at the last meeting as being correct but not having been read by some Councillors present. At a previous meeting the Committee had recommended the pruning of a tree in Lydd where the application was for felling but when comments were submitted to FHDC the planning officer advised that the tree was in fact dead.

Cllr Goddard said that he felt sorry for the Planning Clerk that she was experiencing this problem and that he had been involved with Planning since 2007 and the Chair of Planning at FHDC for 8 years and Councillors on that Committee listen to local views and local comments which can determine if an application goes to Committee for a decision.

It was discussed by Councillors that the matter needs to be addressed and it was agreed that the Assistant Town Clerk would prepare bullet points for the Mayor who would attend the next Planning Committee meeting to address Committee members on their responsibilities.

The Assistant Town Clerk referred to the amount of work put in by the office staff when preparing for a meeting and the work that arises from this and that at the present time, we are short staffed and cannot hold unnecessary and unproductive meetings.

***RESOLVED: That the concerns raised by the Assistant Town Clerk are addressed by The Mayor at the next Planning Committee meeting.***

*Following this agenda item, the Assistant Town Clerk left the meeting.*

- b) The Town Clerk advised that at present there is a backlog of work due to losing 10.5 working hours per week as the Finance Assistant has not been working since the 26th September and whilst the office staff had worked extra hours this was not enough to cover everything needed and keep up to date.

The Town Clerk referred to emails from three Councillors sent simultaneously requesting more meetings and that she had responded that their request would be put to the Personnel Committee.

The Mayor and Cllr Goddard said that this wasn't appropriate or in the remit of these particular Councillors and said that the Town Clerk should not respond to emails such as these.

***RESOLVED: To agree and validate that the Town Clerk does not respond to emails of this nature.***

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

## 28. STAFF APPRAISALS

This agenda item was deferred as the Chairman was not present at the meeting. It was agreed to hold a Personnel Meeting in April to consider this agenda item.

## 29. NALC PAY AWARDS 2022-23

**Confidential reports 2023/C0005**

Councillors had received the NALC pay awards 2022-23 and noted that these take effect from 1st April 2022 and that the new amount will be paid from February 2023 along with the backdated pay to April 2022.

***RESOLVED: That the new pay scale will be implemented the February pay and that this will include the backdated pay to April 2022.***

***Unanimous***

## 30. CURRENT SITUATION ON FINANCE ASSISTANT AND HANDYPERSON ROLES

**Confidential reports 2023/C0003**

The Town Clerk advised that the current situation and workload had been discussed with the Chairman of Personnel and the suggestions for changes and restructuring of the roles as set out in confidential reports was supported by the Chairman. Councillors considered the information circulated concerning the restructuring of these roles. The increase in workload was discussed due to the current staffing situation and it was agreed that the number of meetings should be carefully considered and that calling meetings which did not have a decision-making purpose was not good use of time as meetings should add value and not just take up time. Cllr Goddard said that at the District Council they do not hold scheduled meetings when there is no business to consider and the meetings are then cancelled.

The vacancy advert, job specification and application form for the newly titled Caretaker role was considered and agreed and that a 1/4 advert at the cost of £65 + Vat be included in The Looker, on the website and noticeboards.

The Town Clerk explained a solution for the Finance role that has been discussed with the Chairman of Personnel and was set out in a briefing note to the Committee with associated costs. The Town Clerk advised that were this solution to be agreed there would still be finance work to be carried out in house. The Town Clerk had discussed that the Assistant Town Clerk work an additional 3 hours on Monday afternoons on specific tasks and that she was willing to do so. The Town Clerk advised that to date the Assistant Town Clerk had worked an additional 18.15 hours and the Town Clerk an additional 42 hours. It was agreed that these would be paid in the February Salary run.

***RESOLVED: To agree the recommendations in the confidential report and that the Town Clerk is instructed to pursue the restructuring of roles in accordance with the reports under delegated authority.***

***To also place the advert for the Caretaker role in the Looker at a cost of £65.***

***To agree an additional 3 hours per week to be worked on Monday afternoon by the Assistant Town Clerk on specific tasks and projects to be set by the Town Clerk in accordance with the restructuring of workload.***

***To pay the Assistant Town Clerk and Town Clerk for the additional hours they had worked.***

***To cancel the forthcoming General Purposes meeting due to lack of business.***

***Proposed by Cllr Jones and seconded by Cllr Goddard***

***Unanimous.***

### **31. COMMITTEE FORMATION**

a) Councillors considered and discussed that the structure of committees should reflect the work to be progressed in accordance with the approved budget for 2023-24 and to consider the appropriate style of committee for this purpose and that this should be in line with the business of the Council to be progressed as agreed in the budget by full Council. The Mayor said that it is important to have the right councillors in the right roles for the work to be progressed successfully. Councillor Goddard said that there needs to be a list of bullet points for the skills needed by Councillors to be on particular committees so that they are matched to the correct committee. The Mayor said that this idea had been started with the Councillor skills forms and can be developed further so that the committees are effective.

***RESOLVED: That the formation of Committees should reflect the business plan of the Council in accordance with the agreed budget and that a suitable Committee with Councillors with appropriate skills be formed to progress the surveying of buildings, scope of works and repairs to buildings as money for this work has been agreed in the budget adopted by full Council. The new Buildings/Amenities committee to replace the current General Purposes Committee.***

b) The Town Clerk advised that from May 2023 it has been agreed by the Confederation of the Cinque Ports that each Council should appoint a 'Cinque Ports Champion' and that this will be included in appointments to Outside Bodies. The appointment is to be concurrent with the election year and run for the term of four years to ensure continuity. This person will attend the Standing Joint Committee meetings with the Town Mayor and Town Clerk.

***Received and noted***

### **32. PERSONNEL COMMITTEE TERMS OF REFERENCE (Appendix A page 29 to 30)**

Councillors reviewed and updated the Terms of Reference for the Personnel Committee.

***RESOLVED: That the updated terms of reference be adopted.***

***Proposed by Cllr Jones and seconded by Cllr Paul Rye.***

***Unanimous***

**33. DRAFT MEETING DATES (Appendix B page 31)**

Councillors considered the draft meeting dates for presentation and adoption at full Council at the Annual General Meeting. The meeting dates and Committees were reviewed in line with the business of the Council as set out in the adopted budget for 2023-34 and in line with staffing levels.

***RESOLVED: To agree and adopt the draft meeting dates from May 2023***

***Proposed by Cllr Jones and seconded by Cllr Paul Rye***  
***Unanimous***

**34. AUGUST HOLIDAY PERIOD**

Councillors to consider the dates for the August holiday period for approval which will commence on 7<sup>th</sup> August with a return to work on 21<sup>st</sup> August 2023. During this time the office will close and the Mayor and Deputy Mayor will be available to deal with urgent business

***RESOLVED: That the August holiday closure commences at 9am on 7<sup>th</sup> August with a return to work on 21<sup>st</sup> August 2023 for all office staff.***

***Proposed by Cllr Goddard and seconded by Cllr Jones***  
***Unanimous***

**35. FREEDOM OF INFORMATION REQUESTS**

**Confidential report 2023/C0004**

The Committee were updated on the outcome of cases at a tribunal between a member of the public and the ICO.

***Received and noted***

**36. SMALL GRANTS**

The date of 20<sup>th</sup> February 2023 at 6pm was set for the Council members of the Municipal Charities to consider the applications which are to be funded from the Charities money they are the custodians of. The recommendations will go to full council on 6<sup>th</sup> March for ratification.

***RESOLVED: Agreed***

Chairman \_\_\_\_\_

Date \_\_\_\_\_

The meeting closed at 8.02pm

## LYDD TOWN COUNCIL

### TERMS OF REFERENCE FOR PERSONNEL COMMITTEE

#### **PURPOSE OF THE COMMITTEE**

The Committee is delegated with the authority to consider and take decisions with all matters affecting staffing issues except where the overall staffing budget will be exceeded. In such cases the Committee will make a recommendation to Full Council. The Committee has delegated authority to resolve personnel issues, including contracts of employment, appraisals and merit rises, pay scales, recruitment, training, redundancy, grievances and disciplinary matters.

#### **MEMBERSHIP**

1. 5 Councillors who will be elected, or re-elected, at the Annual Meeting of the Town Council.
2. The Chairman of the Council or Deputy Chairman of the Council to be an ex-officio member
3. The Committee to have a maximum of 6 Members.

#### **PARAMETERS**

- 1 The quorum of the Panel shall be a minimum of 3 Councillors.
- 2 The Committee shall meet a minimum of once per year with the ability to meet additionally as and when required.
- 3 The Committee shall elect a Chairman at the commencement of its first meeting after the Annual Statutory Meeting of Full Council.
- 4 The Chairman of the Committee shall have a second or casting vote in the case of an equality of original views.
- 5 Meetings of the Committee will be held without press or public present where the content of discussions are of a confidential or sensitive nature  
All reports, documents and correspondence will remain confidential.
- 6 The Committee is directly responsible to Full Council.

#### **DETAILED REMIT to include –**

- 1 To provide a route for consultation with all personnel, via the Town Clerk, and if after appropriate discussion with the Town Clerk, to discuss staff matters informally with the Personnel Committee
- 2 To provide a route for consultation with all Councillors on staffing issues.
- 3 To review and to advise on the numbers of personnel needed for the agreed operation of the Council.
- 4 To undertake the recruitment of personnel in conjunction with the Town Clerk.
- 5 To review and agree the terms and conditions of employment as required.
- 6 To review and to advise on development and training needs
- 7 To authorise increments and cost of living awards within the agreed budget.
- 8 To determine, with appropriate advice as necessary, any grievance or disciplinary issues relating to staff or Councillors.
9. To oversee matters relating to Freedom of Information and the ICO

10. In consultation with the Town Clerk and advice from KALC, SLCC and other advisers as required and taking into account the agreed budget and staffing levels to determine the meeting schedule and committee structure to deliver the general business of the Council and forthcoming projects.
  1. Amended following IIA September 2020
  2. Further review 30<sup>th</sup> January 2023

**Timetable of Meetings 2023-24**

**Meetings are held on Monday**

Month	Council	Planning	Buildings and Amenities	Personnel	Annual Town Meeting
<b>Clerk</b>	<b>Town Clerk</b>	<b>Planning Clerk</b>	<b>Town Clerk</b>	<b>Town Clerk</b>	<b>Town Clerk</b>
<b>2023</b>					
<b>April</b>		3 <sup>rd</sup> 6pm			24 <sup>th</sup> Annual Town Meeting 7pm
<b>May</b>	22 <sup>nd</sup> Council/AGM Mayor Making 12 noon	15th 6pm Rescheduled from 8 <sup>th</sup> due to Coronation		15th 6.30pm Rescheduled from 8 <sup>th</sup> due to Coronation	
<b>June</b>		5 <sup>th</sup> 6 pm	5 <sup>th</sup> 6.30pm		
<b>July</b>	3 <sup>rd</sup> Council 7pm	3rd 6pm			
<b>August</b>	<i>No meetings</i>	<i>No meetings*</i>	<i>No meetings</i>	<i>No meetings</i>	
<b>September</b>	4th Council 7pm	4th 6 pm		18 <sup>th</sup> 6.30pm	
<b>October</b>		2nd 6 pm	2 <sup>nd</sup> 6.30pm		
<b>November</b>	6th Council including Budget setting 7pm	6th 6 pm			
<b>December</b>		4th 6pm			
<b>2024</b>					
<b>January</b>	8 <sup>th</sup> Council including Precept & Allotments 7pm	8th 6 pm		22 <sup>nd</sup> 6.30pm	
<b>February</b>		5th 6pm	5th 6.30pm		
<b>March</b>	4th 7pm	4th 6 pm			
<b>April</b>		8th 6pm			22nd Annual Town Meeting 7pm
<b>May</b>	20th Council Annual Meeting & Mayor Making	6th 6pm		6 <sup>th</sup> 6.30pm	

*August Planning meeting \* – extensions requested where possible or applications considered under delegated authority. Considered by Personnel Committee on 30<sup>th</sup> January 2023*