

**MINUTES OF THE
PERSONNEL SUB-COMMITTEE MEETING
HELD ON 19TH FEBRUARY 2021**

Present: Councillor P Graham (In the Chair)
Councillors J Hawkins, K Miles, D Owen, N Slade and M Whybrow

Also Present: The Town Clerk and RFO

1 **Apologies**
Councillor J Martin

2 **Declarations of Interest**
There were none declared.

3 **Minutes of the Personnel Sub-Committee meeting of 12th February 2021**
It was

PROPOSED BY: Councillor M Whybrow

SECONDED BY: Councillor N Slade and

AGREED – That the minutes of the meeting held on 12th February 2021 be approved as a correct record of the meeting.

Voting:

For 6 Against 0 Abstain 0 **The motion was carried.**

4 It was then

PROPOSED BY: Councillor D Owen

SECONDED BY: Councillor M Whybrow and

RESOLVED - That in accordance with Part I of Schedule 12A to the Local Government Act 1972, the press and public be excluded from the meeting for debate of this item by reason of the confidential nature of the business relating to individuals.

Voting:

For 6 Against 0 Abstain 0 **The motion was carried.**

5 **Staff Recruitment**

Members discussed the previously circulated job descriptions and salary ranges for the positions of Town Clerk & RFO, Plans & Works Clerk Part-time Finance Clerk and Part-time Administration Assistant.

Part-time Administration Assistant

It was

PROPOSED BY: Councillor N Slade

SECONDED BY: Councillor K Miles and

AGREED – That the job description as circulated and amended, together with the salary range as discussed be agreed.

Voting:

For 6 Against 0 Abstain 0 **The motion was carried.**

Part-time Finance Clerk

It was

PROPOSED BY: Councillor K Miles

SECONDED BY: Councillor K Hawkins and

AGREED – That the job description as circulated and amended, together with the salary range as discussed be agreed.

Voting:

For 6 Against 0 Abstain 0 **The motion was carried.**

Plans & Facilities Officer

It was

PROPOSED BY: Councillor N Slade

SECONDED BY: Councillor D Owen and

AGREED – That the job description as circulated and amended, together with the salary range as discussed be agreed.

Voting:

For 6 Against 0 Abstain 0 **The motion was carried.**

Town Clerk & RFO

It was

PROPOSED BY: Councillor D Owen

SECONDED BY: Councillor K Miles and

AGREED – That the job description as circulated and amended, together with the salary range as discussed be agreed.

It was noted that the RFO was taking ‘Community Governance Level 4’ - The Award of Certificate of Higher Education this year (which was the next step up from CILCA and working towards a degree) and that the Plans & Facilities Officer was commencing the CILCA this year which were financially supported by the Council when the budget was set as part of their ongoing training and personal development within the roles.

Meeting ended at 15:30 hrs