

# Whitchurch Town Council

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## PERSONNEL COMMITTEE

### MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 12<sup>th</sup> NOVEMBER 2020 at 8pm

Held online via Zoom due to the Coronavirus Pandemic lockdown

#### Present:

Cllrs: S. Hamlyn, A. Chesters, and S Radford.

#### In attendance:

Cllr Duffy – Ex officio

Cllr Sinnott

Cllr Hall

Zoë Dean – Town Centre Manager/Assistant Town Clerk

#### 26. Apologies

Cllr Shepherd – personal reasons

Cllr Broders – work commitment

#### 27. Declaration of Interest

None received.

#### 28. Minutes

It was noted that the ex-officio committee member should not have seconded proposal no. 25, therefore this resolution would be deferred to the next Personnel Committee meeting.

After a proposal from Cllr Hamlyn, seconded by Cllr Chesters.

It was **PERS/11/2021 RESOLVED** to accept and sign the minutes from the Personnel Committee meeting held on 8<sup>th</sup> October 2020, with the above amendment.

#### 29. Public Participation

Following a proposal from Cllr Hamlyn, seconded by Cllr Chesters,

It was **PERS/12/2021 RESOLVED** to suspend Standing Orders for the purpose of public participation.

Cllr Sinnott asked whether Full Council had authorised a new senior post and who completed the proper job analyses.

The Chairman answered that it was not a new post.

Cllr Sinnott stated that a proper job evaluation was required.

After a proposal from Cllr Hamlyn, seconded by Cllr Radford,

It was **PERS/13/2021 RESOLVED** to reinstate Standing Orders in order for the meeting to continue.

#### 30. Confidential Business

After a proposal from Cllr Hamlyn, seconded by Cllr Chesters,

It was **PERS/14/2021 RESOLVED** that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information of staff members.

**31. Working from Home Allowances**

After a proposal from Cllr Hamlyn, seconded by Cllr Chesters, It was **PERS/15/2021 RECOMMENDED** that the national recommendation for Working from Home allowances be paid to four staff members for 12 weeks, on a pro-rata basis, for the first lockdown.

**32. Pensions Discretionary Policy**

- a) Following a proposal from Cllr Hamlyn, seconded by Cllr Chesters, It was **PERS/16/2021 RESOLVED** to take the report as read, approving the updated wording.
- b) After a proposal from Cllr Hamlyn, seconded by Cllr Chesters, It was **PERS/17/2021 RESOLVED** to accept the policy on Re-banding Pension Contributions.

**33. Job Description**

The job description for a senior post was discussed. Following a proposal from Cllr Hamlyn, seconded by Cllr Radford, It was **PERS/18/2021 RECOMMENDED** to accept the job description with amendments at November's Full Council meeting.

**Meeting Closed at 8.42pm**

Chairman Signed: .....

Date: .....