

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held on the Zoom platform on **TUESDAY, 9th FEBRUARY 2021** at 11.00 a.m.

PRESENT:-

Councillor W.S. Trite – Chairman
Councillor M. Bonfield
Councillor T. Foster
Councillor A. Harris
Councillor C. Moreton

Also Present:-

Councillor N. Rogers
Dr M. Ayres
Ms G. Percival
Miss A. Spencer
Town Clerk
Operations Manager
Finance Manager

Public Participation Time

There were no members of the public present at the meeting.

As Councillor Trite expressed, on behalf of the Council, his sadness at the death of Councillor John Page and asked that the Council's condolences be passed on to his friends and family.

1. **APOLOGIES**

There were no apologies to record on this occasion.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 – 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

There were no declarations to record on this occasion.

3. **TO CONSIDER DRAFT REVISED LEAVE POLICY**

The Town Clerk presented a draft Leave Policy to Members, following previous discussions at the meeting of the committee held on 3rd November 2020. It was reported that three amendments to the current policy had been included in the draft.

The Town Clerk reported that an additional 'statutory' day had been included in the basic holiday entitlement in order to remove the need to seek permission for this day from the Council on an annual basis. It was noted that this day was gifted in order to allow for the closedown period between Christmas and New Year, which required 3 days rather than the 2 statutory days granted at the moment. Further to advice received from South West Councils it was recommended that these days be retained as statutory days rather than being incorporated in the Council's basic holiday entitlement.

The second amendment had been to increase the holiday entitlement for management grade posts by 3 days. It was reported that this had been agreed in principle at the November meeting of the committee in recognition of both the greater

responsibility of the posts and the significant unpaid overtime worked by management. The draft policy recommended that this be applied to posts at grade 6 and above.

Thirdly, attention was drawn to the addition of section 8 to the Leave Policy, on Parental Bereavement Leave and Pay. It was noted that this was a statutory, rather than a discretionary policy amendment.

The Town Clerk informed members that prior to implementation of the policy as part of the Staff Handbook there would be a light-touch staff consultation process. Any responses to the consultation would be considered by management and if as a result of this any significant amendments were to be proposed to the draft Leave Policy these would be brought back to this committee for approval. If no significant changes were required then the final amended Staff Handbook would be approved and issued to all employees.

During a general discussion regarding the leave policy, it was requested that clarification of the terms 'political appointments' and 'should claim' in terms of jury service payments be sought.

It was proposed by the Chairman, seconded by Councillor Foster and **AGREED UNANIMOUSLY:**

To approve the draft Leave Policy, subject to staff consultation, incorporating an increase in holiday entitlement for employees on salary grade 6 and above by 3 days (i.e. a basic holiday entitlement of 25 days, rising to 28 days after 5 years' service) and an increase in the extra statutory days to which all employees are entitled by 1 day to 3 days of paid leave, to be taken between Christmas and New Year.

4. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

There were no items of information or matters for forthcoming agendas to record.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Chairman, seconded by the Town Mayor, and **RESOLVED UNANIMOUSLY:-**

That, under Standing Order No. 1) c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda item 5 (due to data protection requirements).

5. **TO CONSIDER REVISIONS TO JOB DESCRIPTIONS AND STAFFING STRUCTURE WITHIN THE OPERATIONS DEPARTMENT**

The Operations Manager set out proposed changes to the Operations Department staffing structure, following an internal review. Some amendments had been made to the job description for the post of Grounds Maintenance Supervisor to include more strategic elements to the post. It was also reported that an additional Multi-trade Operative was required, with only one post of this nature being within the structure presently. This often entailed lone working and left no holiday cover for buildings maintenance. It was noted the revised job descriptions had been re-evaluated by South West Councils, with no changes in the grades of the posts to be reported.

Members supported the change in staffing structure, however, some concern was raised regarding additional employee costs. It was noted that the Multi-trade Operative post would be funded from the vacant Buildings Maintenance Supervisor post for the 2021/22 financial year.

Following further discussion where some difficulties in recruiting suitable candidates was noted, it was proposed by the Chairman, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:

To approve the proposed amendment to the staffing structure to include a second Multi-trade Operative post, grade 4, and to authorise the recruitment to the posts of Grounds Maintenance Supervisor and Multi-trade Operative.

6. DATE OF NEXT MEETING

The date of the next meeting would be confirmed at a later date.

The meeting concluded at 11.35 a.m.
