



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
Email: clerk@rayleightowncouncil.gov.uk
www.rayleightowncouncil.gov.uk
VAT number: 830 7558 23

Minutes of the Personnel Committee
Held via Zoom on Wednesday 9th March 2022

PER 12/22 Those present and apologies for absence.

Chair	Cllr J Lumley
Cllrs	D Belton, J Newport
Ex Officio	D Mercer.

Resolved. The committee accepted apologies from Cllrs, R Dray, C Roe, B Smart. Proposed Cllr Lumley and carried unanimously.

PER 13/22 Declaration of members' interests

There were no declarations of interest.

PER 14/22 PUBLIC FORUM

There were no members of the public present.

PER 15/22 Minutes of the previous meeting

Resolved. The minutes of the previous meeting are approved as a true record. Proposed Cllr Lumley carried unanimously.

PER 16/22 Closure of meeting to press and public.

Resolved. In accordance with s.1 of the Public Bodies (Admission to meetings) Act 1960 to resolve that, in view of the nature of the business to be discussed, it is in the opinion of the Sub-Committee advisable that the public and press be excluded, and they are instructed to withdraw. Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is not permitted during the closed session. Proposed Cllr Lumley and carried unanimously.

PER 17/22 To consider a establishing a benchmark salary scale for the permanent clerk.

The committee noted the comparison between LC3 and LC4 definition and considered that the council was currently LC3 above substantive but agreed that the job would be specified on the council's aspiration to develop and take-on more duties to become LC4. A salary scale at this point will be helpful to attract a clerk of suitable calibre to undertake LC4 duties.

Resolved. The Committee recommends that Rayleigh Town Council is a LC4 council. Proposed Cllr Newport seconded Cllr Lumley and carried unanimously.

PER 18/22 To consider adopting Hay job evaluation procedure for benchmarking proposed jobs.

With two new posts to develop, the committee decided to define them before making a detailed decision about working hours for the Clerk. The initial thought was to place the Clerk's job at three working days a week but reserving the option to amend this as the other job specifications evolve.

Resolved. The Committee recommends that the locum clerk develops benchmarked job descriptions for two new office posts of communities committee clerk and environment committee clerk. Proposed Cllr Lumley seconded Cllr D Belton and carried unanimously.

PER 19/22 To note a recruitment proposal from the Local Government Resource Centre

Although the Committee is keen to develop its own requirements for all three posts, it was recognised that recruitment is a specialist subject. The appointment of a specialist local government recruitment advisor will offer access to specific guidance and a wider pool of potential candidates. It was agreed that the Council would appoint LGRC to provide a recruitment service and nominated Cllrs J Newport, J Lumley, D Mercer, and D Belton to be the liaison panel.

PER 20/22 To consider adoption a Member-Officer protocol

Resolved. The committee recommends adopting the Member – Officer protocol as published. Proposed Cllr Lumley seconded Cllr Mercer and carried unanimously.

PER 21/22 To consider carry-over arrangements for untaken leave.

The Council noted that leave should be taken to prevent overworking staff and ensure that they get proper breaks. However, in the circumstances of 2021, it was agreed that untaken leave will be paid at the employee's standard rate. It was emphasised that this does not set a precedent and in future years, the normal procedure for using leave will apply.

Resolved. The Council will pay for untaken leave at the employee's standard rate. Proposed Cllr Lumley seconded D Belton and carried unanimously.

PER 22/22 The meeting was opened to press and public.

PER 23/22 Items for next agenda.

Project management and council year
Draft job specifications for committee clerks.

Date of next meeting Friday 8th April at 9 o/c.