



RAYLEIGH TOWN COUNCIL
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Minutes of the Personnel Committee meeting.
Held via Zoom on Friday 20th January 2023 at 12 noon.

As the meeting was held remotely, it cannot make decisions. Recommendations will be referred to the Policy and Finance Meeting on 30th January for adoption.

PER 1/23 Those present and apologies for absence.

Chair	Cllr June Lumley
Cllrs	Newport, Belton.
Non committee	Cllr S.J Page
Not present	Cllr Smart

Resolved. The council accept apologies for absence from Cllrs Dray, Roe, Mercer, Milne. Proposed Cllr Lumley and carried unanimously.

PER 2/23 Declaration of members' interests

There were no declarations of interest.

PER 3/23 PUBLIC FORUM

There were no members of the public present.

PER 4/23 Minutes of the previous meeting

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

PER 5/23 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 6/23 To note the appointment of staff

- a. Elaine Ketley appointed as Clerk, Responsible Financial Officer, and Proper Officer.
- b. Kate Smiles appointed as Finance Officer and Environmental Committee Clerk
- c. Karen Gaiger adopts the duties of Communities Committee Clerk in addition to the post of Deputy Clerk.
- d. Michael Letch is no longer the Locum Clerk.

PER 7/23 To consider training support for the Clerk

- a. To consider joining the Society of Local Council Clerks at an annual fee of £400

Resolved. The committee recommends joining the Society of Local Council Clerks at an annual fee of £400 to access the training and support available for the CiLCA. Proposed Cllr Lumley, seconded Cllr Newport and carried unanimously.

- b. To approve funding for CiLCA training through SLCC.

EALC will not provide training for new clerks until they have been in post for a year and completed a programme of foundation courses. The SLCC will provide training starting in March. Prior to her appointment, the Clerk had already started working through the foundation courses with SLCC and it has been confirmed that this can continue with the CiLCA training starting in March.

Resolved. The committee recommends appointing SLCC to deliver the CiLCA training modules. Propose Cllr Lumley, seconded Cllr Newport and carried unanimously.

- c. To consider appointing Michael Letch to provide support and mentoring to the Clerk.

It was agreed that the Clerk needs the space and resources to master the role and complete the training required. To achieve this, the committee will recommend retaining Michael Letch to mentor and support the clerk and also work on some of the outstanding projects.

Resolved. The Committee recommends allocating two days a week onsite or remote as required by the clerk with additional support available with the approval of the personnel chair. Additional support on specific projects will be charged to the project with the agreement of the responsible committee chair. Proposed Lumley seconded Cllr Belton and carried unanimously.

PER 8/23 To consider appointing Worknest to provide HR Support to the council.

It was agreed that the council should appoint a HR support company as a preventative measure and a source of up-to-date personnel information. Previous experience shows that personnel issues can emerge unexpectedly, and support can take time to negotiate. Worknest has a successful track record in supporting town and parish councils and can provide sector specific support. The proposed agreement is for a four-year agreement but the recommendation is to accept the bid with a one year break clause.

Resolved. The Committee recommends the appointment of Worknest to provide HR support at a cost of £2,408 per annum for a five-year contract with a break clause in year one. Proposed Cllr Belton seconded Cllr Newport and carried unanimously.

PER 9/23 The meeting was opened to press and public.

PER 10/23 Items for next agenda.

Appraisal.
Update on HR