



RAYLEIGH TOWN COUNCIL
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Minutes of a meeting of the Personnel Committee.
Held via Zoom on Tuesday 28th March 2023 at 2 pm.

Recommendations will be referred to the Policy and Finance Meeting on 24th April for ratification.

PER 11/23 Those present and apologies for absence.

Chair Cllr Lumley

Present Cllrs Mercer, Belton,

Not present Cllrs Newport, Roe, Milne.

Also present Town Clerk, Assistant Clerk.

Resolved. The committee accepts apologies for absence from Cllrs Dray and Smart.
Proposed Cllr Lumley and carried unanimously.

PER 12/23 Declaration of members' interests

There were no declarations of interest.

PER 13/23 PUBLIC FORUM

There were no members of the public present.

PER 14/23 Minutes of the previous meeting

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

PER 15/23 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 seconded Cllr Mercer and carried unanimously.

PER 16/23 To consider the three-month review of Town Clerk appointment.

It was noted that the meeting was positive and confirmed that progress is highly satisfactory. Both sides agreed the main concern for the future will be in balancing the workload and expectations of all parties. As part of the development programme, the Chair of Personnel will participate in a monthly team meeting.

The Committee will make the same proposal as was made at the April 2022 meeting; for the sake of continuity, the committee will propose to the Annual Meeting that the Personnel Committee remains unchanged while it is concluding the recruitment project.

PER 17/23 To review training support for the Clerk.

The Clerk reported that she had previously completed the Financial Introduction to Local Council Administration (FILCA) and has just concluded the Introduction to Local Council Administration (ILCA) to Certificate in Local Council Administration (CiLCA). The CiLCA course itself starts in April and there is an estimated workload of 200 study hours which could be finished as soon as January 2024.

The current level of in-house support has been successful and will be continued as previously agreed. The Assistant Clerk will lead on concluding the year-end closedown.

PER 18/23 To consider establishing an appraisal procedure for all staff.

The Committee does not consider a universal appraisal system to be helpful, but regular Informal appraisals are beneficial for staff who are developing into new roles. The Clerk and Committee prefer to offer an open-door policy which can address matters when they arise rather than waiting for a scheduled meeting. To ensure consistency of approach, the Clerk will establish a monthly team meeting to review progress and note needs and requirements.

PER 19/23 To consider a policy for councillor training.

The Council's training policy was last reviewed in 2017 and is fit for purpose subject to amendments that recognize new online training methods. The procedure for allocating training remains valid, but it was proposed to transfer responsibility for approving applications from Policy and Finance Committee to the Personnel Committee.

The Committee will establish the most efficient way of delivering the training; attendance at remote training, delivered in-house, supplied by district council, or electronic delivery.

To ensure consistency, the Clerk will maintain a training matrix for staff and councillors so needs are matched to resources and skill gaps are identified.

Approval for training will be subject to establishing that the training request fulfils the needs of the council and that it is being delivered in the most effective way.

The current training budget was based on a historically low uptake for Councillor training. In the light of increased interest, it will not be sufficient. However, a budget saving from Councillor Allowances will free-up £4,000 that is now available to be reallocated to training.

As the Council may be appointing new chairs and vice chairs at the May meeting, a group training session will be provided to share the knowledge of experienced chairs and agree a consistent approach.

PER 20/23 To note the appointment of worknest as the Council's HR and legal support.

The Committee noted the appointment and inclusion of legal expense insurance.

PER 21/23 Open the meeting to press and public.

PER 22/23 Items for next agenda.

Recruitment of Apprentice – clerk to investigate sources of candidates and potential applicants.

Update on training opportunities.

Next meeting, May 2023 date to be agreed,

Meeting closed 15.28