



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 meeting of the Personnel Committee
held on Monday 26th February 2024 at 6pm
at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD**

PER 23/24 Those present and apologies for absence.

Chair Cllr J Lumley
Councillors Cllrs R Dray, J Newport, C Roe, C Stanley, D Mercer, D Belton
Also Present Town Clerk
Not present Cllr R Milne

Motion. The Council recorded those present. Proposed by Cllr J Lumley and carried unanimously.

PER 24/24 Declaration of members' interests

All members of District and County Councils that were present declared their interests.

PER 25/24 Public Forum

There were no members of the public present.

PER 26/24 Minutes of the previous meeting

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

PER 27/24 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 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 by Cllr J Lumley and carried unanimously.

PER 28/24 Employment Law/HR/Health & Safety Consultancy

It was noted that the present employment law, HR, and health and safety specialist contracted, has been an essential support system.

It was noted that the HR Consultancy has been contacted to review and update the present staff handbook (of 2018), employment contract templates and to provide the most up to date "Green Book" (of 2023) that the employment contracts refer to. The estimated timescale given is 55 days.

Resolved. To approach our HR consultant for an appraisal procedure.
Proposed Cllr J Newport, seconded by Cllr J Lumley and carried unanimously.

PER 29/24 Staff

To note that the National PayScale awards of 6th November 2023 (and back dated to April 2023) were adhered to through the Policy and Finance meeting reference **PF66/23** of £1925 each.

To note staff structure:

- Town Clerk and R.F.O. clerking Policy & Finance Committee, Full Council Committee, Personnel Committee and IT (part time – 25 hours)
- Deputy Town Clerk, Communities Committee Clerk (full time – 35 hours)
- Finance Officer, Environment and Open Spaces Clerk (part time – 28 hours)
- Administration Assistant – Allotments, Market, IT, Planning Committee, Chairman's diary (full time – 35 hours)

Resolved. Town Clerk to review job descriptions and assess current workloads for all staff. Proposed Cllr J Lumley and carried unanimously.

Resolved. That the Deputy Clerk takes responsibility for the Chairman's engagements. Proposed by Cllr C Roe and carried unanimously.

PER 30/24 Town Clerk

An extension of 3 months to achieve the CiLCA qualification at a cost of £50 was noted.

Resolved. To note that 5 days of annual leave is to be carried over, avoiding the first six weeks of the new municipal year with additional days to be taken before the end of the financial year. Proposed Cllr J Lumley and carried unanimously.

PER 31/24 Apprentice

Resolved. To advertise for an apprentice after Easter, with expectation for their start in September 2024.

PER 32/24 Work Experience

Resolved. To offer the applicant work experience for 17th – 21st June 2024. Proposed by Cllr J Lumley and carried unanimously.

PER 33/24 Open the meeting to press and public.

PER 34/24 Items for next agenda.

Progress with apprenticeship.

Report on review of staff workloads.

Meeting Closed 7.04pm