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Minutes of the Personnel Committee meeting
held on Friday 8th April via Zoom.

As the meeting was via Zoom, any decisions or
recommendations will be endorsed at the next
full council meeting.

PER 24/22 Those present and apologies for absence.

Chair Cllr J Lumley

Councillors D Belton, R Dray, J Lumley, R Milne, J Newport, B Smart

Resolved. Apologies were accepted from Cllrs D Mercer and C Roe. Proposed Cllr Lumley
and carried unanimously.

PER 25/22 Declaration of members' interests

There were no declarations of interest

PER 26/22 PUBLIC FORUM

There were no members of the public present.

PER 27/22 Minutes of the previous meeting

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

PER 28/22 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 29/22 To consider proposals for project management within the council.

Normally, this proposal would be given to the Policy and Finance Committee to consider,
but it was noted that there is a performance management aspect to this approach, both on
the side of the staff, and the Councillors. Therefore, it was appropriate to consider the
personnel aspects first. The Committee noted that the proposal was designed to give a
shape and structure to projects and encourage the Councillors to think about the desired
outcomes before moving into the implementation.

PER 30/22 To consider draft job specifications for two committee clerks.

It was agreed that the correct approach is to keep the specification open and flexible to allow both the Council and the employees room to grow into their roles. The proposed working week of sixteen hours may be too short, but it has the advantage of being the maximum number of hours you can work before benefits are reduced. This may unlock potential candidates who would otherwise find it difficult to work due to carer commitments or other benefit traps.

The Full Time Equivalent is 37 hr p.w. so half a week is 18.5hr which is not a useful number to split into work patterns. Although it will be a matter of negotiation, the 16-hr week can be four x four-hour days or three x five-hour days with the odd hours accumulating for evening meetings.

Both job specifications were accepted, and the Locum Clerk was asked to prepare job packs for both appointments.

PER 31/22 Open the meeting to press and public.

PER 32/22 Items for next agenda.

Job packs for committee clerks

Draft spec for clerk.

Date of next meeting will be decided when a new committee is formed at the annual meeting. A provisional date 20th May at 9 am was given subject to approval. For the sake of continuity, the committee will propose to the Annual Meeting that the Personnel Committee remains unchanged while it is working on the recruitment project.