



## Minutes of the Personnel Committee Meeting on Tuesday 2<sup>nd</sup> October 2018

### Present

**Chairman:** Cllr Beer  
**Councillors:** Chadwick, Sanham, Squire and Webster  
**In attendance:** Town Clerk

### 24. Apologies for Absence

Apologies were received and accepted from Cllr Read.

### 25. Declaration of Interest

No declarations of interest were made.

### 26. Public Question Time

There were no members of the public present

### 27. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the Personnel Committee meeting on Thursday 23<sup>rd</sup> August 2018.  
(moved Cllr Sanham; seconded Cllr Webster)

### 28. Sickness Absence Management

Discussion took place around:

- The difference between Statutory Sick Pay (SSP), Contractual Sick Pay and Occupational Sick Pay
- The fact that SSP is the legal minimum that an employer must pay to their employees if they earn at least £116 a week
- Occupational and Contractual sick pay being the same thing and offered by employers, being more generous than the statutory minimum
- Which posts would qualify for Statutory Sick Pay (SSP)
- What the Council needs to do for staff earning under £116 a week
- The wording in staff contracts regarding sick pay
- The sick pay provision for the Council
- The need to review and amend the staff handbook
- The need to review and amend the Sickness/Absence Management Policy
- The need to review and amend staff contracts subject to consultation

The Committee **RESOLVED** that whilst on their probationary period members of staff would not be eligible for occupational sick pay but would be eligible for Statutory Sick Pay if they meet the threshold and criteria.

(moved Cllr Squire; seconded Cllr Webster)

The Committee **RESOLVED** that the sick pay for the Council will be:

<b>Year of Service</b>	<b>Full pay</b>	<b>Half pay</b>
Six months – 1 year*	2 weeks	2 weeks
Second/Third	4 weeks	4 weeks
Fourth/Fifth	8 weeks	8 weeks
More than five	12 weeks	12 weeks

\*Subject to satisfactory completion of probationary period

And that the staff handbook and sickness/absence management policy is updated accordingly and returned to the next meeting of the Personnel Committee (moved Cllr Beer; seconded Cllr Webster)

The Committee **RESOLVED** that consultation be entered into with staff regarding the changes to the Sick Pay Policy and that wording is amended in contracts to refer staff to the staff handbook (moved Cllr Beer; seconded Cllr Squire)

### **29. Staffing Budget**

The Committee **NOTED** the staff budget (moved Cllr Beer)

### **30. Artisan Markets – Christmas 2018 and 2019**

The Committee **RESOLVED** that:

- a) The Town Clerk notify the Town Maintenance Officer of the dates of the events for Christmas 2018 and 2019 and ask him to confirm which dates he can work. Once received the Town Clerk to bring an update back to the Personnel Committee
- b) To contact local groups including Testudo, Martial Arts and the Scouts to ascertain if they could do any of the dates, if required

### **31. Confidential Items**

Cllr Beer moved, and the Committee **RESOLVED** that in accordance with the Councils Standing orders the press and public be excluded from the meeting during the discussion of agenda items 9 to 12 as there was likely to be disclosure of confidential information as matters were being discussed that could identify individual(s).

### **32. Minutes**

The Committee **RESOLVED** to approve the confidential minutes of the meeting on 23<sup>rd</sup> August 2018 (moved Cllr Webster; seconded Cllr Sanham)

### **33. Appraisals**

The Committee discussed matters arising from staff appraisals

### **34. Training Plan**

The Committee discussed training and development needs arising from staff appraisals

### **35. Staffing Matters**

The Committee considered the staffing matters papers

The meeting ended at 9.40pm

**Chairman:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

DRAFT