



## Minutes of the Personnel Committee Meeting on Thursday 23<sup>rd</sup> August 2018

### Present

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

### 14. Apologies for Absence

Apologies were received and accepted from Cllr Chadwick and Squire.

### 15. Declaration of Interest

No declarations of interest were made.

### 16. Public Question Time

There were no members of the public present

### 17. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the Personnel Committee meeting on Thursday 2<sup>nd</sup> August 2018.  
(moved Cllr Sanham; seconded Cllr Webster)

### 18. Sickness Management Policy

Discussion took place around:

- The need for the Town Clerk to check as to who would qualify for Statutory Sick Pay (SSP)
- The need for the Committee to have more information on what the point of SSP is
- The need for the terminology around SSP to be explained
- The need for more information as to how SSP affects the Council
- Information as to whether SSP is different to sickness benefit, 'occupational' or 'contractual' sick pay
- The Town Clerk to check the wording in staff contracts regarding sick pay
- The Town Clerk to do more research on what others do in terms of SSP
- What the Council needs to do for staff earning under £116 a week

The Committee **RESOLVED** that these points be look at in more detail and answers be brought back to the next meeting of the Personnel Committee  
(moved Cllr Beer)

### 19. Date of next meeting

The Committee **RESOLVED** that the next Personnel Committee meeting take place on Tuesday 2<sup>nd</sup> October  
(moved Cllr Beer)

### 20. 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 8 to 10 as there was likely to be disclosure of confidential information as matters were being discussed that could identify individual(s).

Cllr Hartnell left the meeting at this point

**21. Minutes**

The Committee **RESOLVED** to approve the confidential minutes of the meeting on 2<sup>nd</sup> August 2018  
(moved Cllr Beer)

**22. Appraisals**

The Committee discussed staff appraisals

**23. Staffing Matters**

The Committee considered the staffing matters papers and agreed the recommendations as set out in the paper

The meeting ended at 20.45pm

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

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