

PREESALL TOWN COUNCIL

Personnel Committee

Minutes of the meeting of the personnel committee held on Monday 29 July 2019 at 9.00am at Preesall and Knott End Youth and Community Centre, Lancaster Road, Preesall

Present: Councillors A Cropper, B Burn, T Johnson, A Tarpey-Black

In attendance: Alison May, Clerk to the town council, and one member of the public

01(19-20) Election of Chairman for 19/20 civic year

Resolved: Cllr A Cropper to be appointed chairman.

02(19-20) Apologies for absence

None.

03(19-20) Declaration of interests and dispensations

Cllr Johnson – trade union membership and is known to the lengthsman through joint coastguard duties.

04(19-20) Public participation

The Chairman asked councillors to agree to adjourn the meeting to allow non-councillors to speak. **Resolved:** to close the meeting.

One member of the public suggested:

- more accurate recording of the lengthsman's activities is needed.
- formal list of daily expectations to be provided.
- Specific day each week to tackle extra tasks.
- an asset register of the tools he holds is required.
- equipment needed to carry out the job to be provided and maintained by the council. This equipment to be used only for council work. No personally owned machinery to be used. Equipment to be locked away in a dedicated location.
- working start point to be agreed – container/home. Tea break and lunch break to be logged.
- should be provided with a vehicle that is serviced and insured by the council.
- formally disciplined if breaks the rules.
- consider splitting the role into a litter picker and a handyman.
- determine ad hoc duties – food/drink serving, flag flying, civic event road closures.
- PPE supplied by council, ensure always clean, tidy, presentable.
- Possible second contact point.

The chairman asked councillors to agree to reconvene the meeting on the conclusion of public participation. **Resolved:** to reconvene the meeting.

05(19-20) Date for clerk's appraisal

Resolved: the clerk's appraisal would take place on Monday 19 August 2019. It was also agreed that a deadline by which the clerk's annual appraisal takes place should be set as 30 September each year.

6(19-20) Exclusion of the press and public

Pursuant to Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act 1960, the council resolved to exclude the press and public to discuss staffing matters.

i) Clerk – councillors resolved:

- a)** To recommend an increase in the clerk's working from home allowance to £18 per month, in line with HMRC's allowed flat rate limit.
- b)** To recommend that the clerk be provided with an updated mobile phone that will allow more efficient texting and that will allow the clerk to view and respond to emails. The clerk was also asked to investigate the purchase of a compatible tablet.

ii) Lengthsman – councillors resolved:

- a)** To recommend that the council provide the requisite tools and personal protective equipment to the lengthsman to enable him to carry out his contractual duties. A full review of the existing assets held by the lengthsman will be carried out prior to the main council meeting. Councillors recommended a budget of up to £5000.
- b)** To recommend that the council investigates the cost of leasing a suitable vehicle for use by the lengthsman as the use of a vehicle is necessary for him to be able to carry out his duties. The council has a legal obligation to ensure that any vehicle used by the lengthsman is in a sound, roadworthy condition and has appropriate insurance for the tasks undertaken.
- c)** That any work undertaken by the lengthsman should only be sanctioned by the clerk or chairman of the personnel committee.

Councillors decided that a further meeting would be needed to discuss the lengthsman's contract of employment, job description and training.

At the end of the discussion councillors resolved to re-admit the press and public.

7(19-20) Date of next meeting

Monday 19 August at 19.00.

There being no further business, the chairman closed the meeting at 11.15am.