

FRINTON & WALTON TOWN COUNCIL

The Council House, Triangle Shopping Centre, Frinton-on-Sea, Essex, CO13 0AU

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**MINUTES of the Meeting of
FRINTON & WALTON TOWN COUNCIL
PERSONNEL COMMITTEE**

held at

**The Council House, Triangle Shopping Centre, Frinton-on-Sea
on Friday 6th October 2023 at 1.00pm**

Present:	Councillors A Cossens, D Land, A Oxley (substitute for F Robertson), ET Allen (substitute for I Johnson), D Miles.
In the Chair:	Mayor – Councillor P Clifton
Clerk:	Town Clerk – J Woodland
Also present:	Mrs Marcia Fuller – HR Consultant 0 members of the public
Absent:	None

PC23	<u>ELECTION OF CHAIR AND DEPUTY CHAIR OF THE PERSONNEL COMMITTEE</u> RESOLVED to elect Cllr P Clifton as Chair. FURTHER RESOLVED to elect Cllr D Miles as Deputy Chair.
PC24	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Councillors F Robertson and I Johnson (both of whom were substituted as above).
PC25	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
PC26	<u>MINUTES OF LAST MEETING</u> RESOLVED to approve the Minutes of the Personnel Committee meeting of the 22 nd March 2023.
PC27	<u>SICKNESS ABSENCE POLICY</u> RESOLVED to incorporate into the existing Sickness Absence Policy, triggers for formal monitoring of absence as follows. <ul style="list-style-type: none">• 3 or more occasions of absence in the last 3 months, or 5 or more occasions of absence in the last 12 months• <95% attendance in the last 12 months• <90% attendance in the last 12 months may result in further formal action All calculations for absence are calculated in line with the 'Green Book' terms of employment, as amended from time to time.
PC28	<u>DATE OF NEXT MEETING</u> The next meeting of Frinton & Walton Town Council Personnel Committee will be called as required and notified accordingly.
PC29	<u>EXCLUSION OF PRESS AND PUBLIC</u> RESOLVED: Pursuant to Sub-Section 2 of Section 1 of the public Bodies (Admissions to Meetings) Act 1960, the meeting is closed to the Press and Public for the transaction of the under-mentioned business because of their confidential nature; <ul style="list-style-type: none">• Officer Sickness Absence

PC30	RESOLVED , in reference to a specific named case of staff absence, to hold regular (fortnightly) welfare/catch-up meetings for the remaining duration of absence, either face to face, by remote meeting technology or by telephone, as deemed appropriate by the Clerk. FURTHER RESOLVED to seek consent to contact GP for further information to assess likelihood of return to work, and to support return to work.
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The Chair closed the meeting at 2.15pm