

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 Tuesday 5th March 2024 at 10.30am**

Present:	Councillors D Miles, I Johnson, A Cossens & F Robertson
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:	Cllr D Land

PC37	<u>APOLOGIES FOR ABSENCE</u> None.
PC38	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None.
PC39	<u>MINUTES OF LAST MEETING</u> RESOLVED to approve the Minutes of the Personnel Committee meeting of the 14 th November 2023.
PC40	<u>CIVILITY & RESPECT</u> Members received a verbal update from the Chair on the Civility & Respect Project run by NALC and SLCC, and a discussion ensued about the work of the project. RESOLVED to make a recommendation to Full Council to sign up to the Civility & Respect Pledge as a Council.
PC41	<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">• Staff Annual Appraisal Review Outcomes• Operational change to working hours arrangements• Staff Resignation
PC42	<u>UNDER EXCLUSION: STAFF ANNUAL PERFORMANCE OUTCOMES</u> Members received a verbal update from the Clerk on the successful outcomes of all staff appraisals and explained that for those staff who are yet to reach the top of their pay scale, they will receive their annual uplift from April 2024 in line with their contract. HR Consultant Mrs Marcia Fuller provided Members with feedback from discussions that had taken place during the appraisals which had highlighted concerns around the treatment of staff, and unachievable workloads. Mrs Fuller raised attention to Members about their obligations as an employer to provide a safe environment in which to work under the Health & Safety at Work Act and stressed the obligation of preventing foreseeable stress to staff. Furthermore, Mrs Fuller suggested that when inappropriate behaviour or offensive comments are made by Members in meetings, that they are minuted. It was agreed that future agendas would include a short sentence to advise that all meetings are recorded. A discussion on the need for the Council to set its key priorities each municipal year was debated.

PC43	<p><u>UNDER EXCLUSION: OPERATIONAL CHANGE TO WORKING HOURS ARRANGEMENTS</u> RESOLVED to make an amendment to two staff members at the Columbine Centre to change from weekly hours to monthly hours so optimum rota arrangements could be achieved for both staff and the Council. FURTHER RESOLVED that the request to amend the previously agreed 50/50 job share is to remain at 50/50 and not be altered, and a new contract be issued to reflect the changes.</p>
PC44	<p><u>UNDER EXCLUSION: STAFF RESIGNATION</u> Members received the resignation of a member of staff from the Council House who is retiring in May 2024. RESOLVED to recruit to the role on the existing terms, internally initially, moving to an external advertisement in the event of the role not being filled internally.</p>
PC45	<p><u>DATE OF NEXT MEETING</u> The next meeting of the Personnel Committee will be advised as the need for a meeting arises.</p>

The Chair closed the meeting at 12.17pm