

FRINTON & WALTON TOWN COUNCIL

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

Tel: 01255 676666

email: clerk@fwtc.co.uk

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

held at

**The Council House, Triangle Shopping Centre, Frinton-on-Sea
on Wednesday 7th August 2024 at 10.30am**

Present:	Councillors: P Clifton, I Johnson.
In the Chair:	Mayor – Councillor M Cossens
Clerk:	Jennifer Woodland
Absent:	Councillor D Land

PC01/24	<u>ELECTION OF CHAIR AND DEPUTY CHAIR FOR MUNICIPAL YEAR 2024/25</u> RESOLVED that Cllr M Cossens would be the Chair of the Personnel Committee FURTHER RESOLVED that Cllr A Cossens would be the Deputy Chair of the Personnel Committee
PC02/24	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs A Cossens and F Robertson.
PC03/24	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> There were no declarations of interest received.
PC04/24	<u>MINUTES OF LAST MEETING</u> RESOLVED to approve the minutes of the Personnel Committee meeting held on the 18 th April 2024.
PC05/24	<u>CONTRACTS OF EMPLOYMENT</u> Members reviewed and noted the revised contracts of employment in accordance with the NJC/NALC Dec23 revision which had received oversight by HR Consultant Mrs M Fuller, and that these would now be issued to all current staff to replace existing contracts or the absence of existing contracts. Cllr I Johnson queried the wording for the statutory notice period on clause 18 and it was agreed that this was a typo on the document received from NJC/NALC and that it would be corrected before issuing to staff (the issue was the example used where a period of employment of five years would warrant five years statutory notice period when in fact this should have read five weeks' notice period). Cllr P Clifton raised a question about the use of personal mobile phones when Officers are attending visits to amenities such as the allotments, to which the Clerk confirmed that Officers have access to council owned mobile phones which they can use for site visits however if a staff member wished to use their own phone for the purpose of emergency assistance ie, calling emergency services, then it was deemed acceptable.
PC06/24	<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; • Honoraria Payments / Acting Up Allowance
PC07/24	<u>UNDER EXCLUSION: HONARARIA PAYMENTS / ACTING UP ALLOWANCE</u>

	<p>Members considered two options presented to them as to how an Honoraria Payment and/or Acting Up Allowance could be utilised to compensate qualifying members of staff who had acted over and above their job role in recent months to cover staff absence.</p> <p>RESOLVED: To agree the second option presented on the confidential report without further amendment and instruct the payment of such awards through payroll. Members wished their thanks would be expressed to the staff members who acted over and above their expected duties, and requested the Clerk write a letter to that effect.</p>
PC08/24	<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 11.15am