



MINUTES OF A MEETING OF THE MARKET WEIGHTON TOWN COUNCIL PERSONNEL COMMITTEE
HELD OVER ZOOM ON WEDNESDAY 24TH FEBRUARY 2021 AT 7.00PM

Committee Members: Cllr.s King, Marshall (Chairman), Peaks, A Van der Kroon, E Van der Kroon

Clerk to the Meeting: Kevin Keller

1. TO ACCEPT APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST – Members to declare any interest in items on the Agenda and the nature of those interest

None

3. TO DISCUSS AND AGREE THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 10TH SEPTEMBER 2020

It was **Proposed** by Cllr E Van der Kroon and **Seconded** by Cllr Peaks that the Minutes were a true and accurate record. **RESOLVED**

4. TO DISCUSS AND AGREE ANY TERMS OF REFERENCE AND POLICY CHANGES

The Chairman reminded fellow Members that the Committee has the power to resolve issues that fall within its remit and to then report those decisions to Full Council.

5. TO DISCUSS AND AGREE ANY CONTRACT CHANGES

There were still 4 staff employed under varying Contracts of Employment and 2 staff without signed contracts despite requests in 2020 that all staff receive the ERNLLCA approved Contract of Employment. This would now be rectified before the next Meeting of the Committee.

6. TO DISCUSS AND AGREE ANY STAFF DEVELOPMENT NEEDS

All staff appraisals for 2019 should have been completed by December using the 'SMART' document approved by the Committee at the Meeting held on 16th October 2019. As previously highlighted, only 4 had been conducted, but not using the approved document. Had they been used, training 'wants' and 'needs' would have been identified, and appropriate assistance given. No appraisals were carried out in 2020.

7. TO RESOLVE ANY STAFF HOLIDAY & SICKNESS ISSUES

Currently there were no issues with holiday or sickness reporting, but there was an outstanding historical issue (Agenda Item 8).

8. TO DISCUSS AND AGREE ANY GRIEVANCE & DISCIPLINARY ISSUES

There was currently an outstanding disciplinary issue relating to holiday and sickness reporting. This could not currently be addressed but would be resolved should circumstances permit.

A grievance had been raised by a member of staff. At the Council's request, the grievance had been investigated by an independent body and their conclusions, together with a proposal issued by the employee's representative, were discussed at length.

Signed by the Chairman

After deliberation, a written response was formulated, and it was agreed that this should be conveyed to the relevant parties via ERNLLCA. **Proposed** Cllr Marshall, **Seconded** Cllr A Van der Kroon. **RESOLVED**

9. **TO DISCUSS AND RESOLVE RELEVANT COMMITTEE ISSUES**

None

10. **THE NEXT PERSONNEL COMMITTEE MEETING**

To be arranged

There being no further business to discuss the Chairman thanked Members for their attendance and contributions and declared the meeting closed at **9.20pm**.