

**HORNSEA TOWN COUNCIL
MINUTES OF THE PROCEEDINGS OF A MEETING OF THE HORNSEA TOWN
COUNCIL PERSONNEL COMMITTEE**

HELD ON THURSDAY 20TH MAY 2021

Present: Councillors: S Prescott, L Embleton, J Greensmith and E Whitworth

1. Apologies for absence

Apologies for absence were received from Cllr C Morgan-Muir

2. Election of Chairman

It was **RESOLVED** that Cllr L Embleton be elected as Chairman

3. Election of Vice Chairman

It was **RESOLVED** that Cllr E Whitworth be elected as Vice Chairman

*Due to the following items containing direct reference to individual staff members it was **RESOLVED** that they be taken **IN CAMERA***

4. To receive information from ERNLLCA on procedures etc

The Town Clerk confirmed that Cllr L Embleton has direct access to ERNLLCA as Chairman of this committee for advice/questions etc and that the Town Clerk should leave the room and a committee member take notes in her absence should any item relate directly to her – **RESOLVED** noted

5. Review of Town Clerk position salary scale

Information having been circulated and following discussion it was **RESOLVED** that recommendations from ERNLLCA in relation to the TC post salary be accepted and implemented as of 1st June 2021, to be reviewed annually.

It was further **RESOLVED** that an item “Deputy Town Clerk” be included on the next agenda

6. To receive information on a recent employee driving competency test

Information having been circulated and following discussion it was **RESOLVED** to i) note the information ii) a test be scheduled for July iii) a letter be sent as discussed iv) Managerial staff be asked to attend a future meeting

7. To receive a request(s) for flexible working hours

It was **RESOLVED** that employment details be submitted to the next meeting for consideration

NEXT MEETING – THURSDAY 3RD JUNE 2021 – 7.00PM