**HORNSEA TOWN COUNCIL**

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

**HELD ON THURSDAY 16th September 2021**

Present: Councillors: S Prescott, L Embleton, J Greensmith and C Morgan-Muir

1. **Apologies for absence**

There were no apologies

*Due to the following items involving discussions directly related to individual staff members it was* ***RESOLVED*** *that they be taken IN CAMERA*

1. **Approval of the Minutes of a meeting held on 26th August 2021**

The Minutes of a meeting held on 26th August were approved as a correct record of proceedings thereat

1. **Deputy Clerk**

**Various information having been circulated it was RESOLVED that:-**

1. Role be set at 21 hours per week (plus additional as required)
2. Appropriate pay scales be clarified with ERNLLCA
3. Probationary periods be clarified with ERNLLCA
4. Advert and associated documents be promoted as soon as possible
5. Closing date for applications be 18th October
6. Interviews take place week commencing 8th November
7. Short listing meeting – 21st October – 6.00pm
8. Cllrs LE and SP conduct interviews – (9th November)
9. Next meeting – 7th October – 6.30pm for interview questions
10. **Appraisals**

Following discussion it was **RESOLVED** that:-

1. Appraisals be carried out annually
2. TC to appraise office staff and youth workers
3. GO to appraise maintenance staff
4. Personnel committee (Chairman and Deputy) to appraise TC and GO
5. Appropriate appraisal forms to be submitted to the next meeting
6. **CiLCA – staff member**

The Town Clerk gave information from SLCC. Following discussion it was **RESOLVED** that:-

1. If a member of staff leaves employment within a year of completing any training the council should be reimbursed on a sliding scale
2. If training is funded by the Council and not completed by the employee then the employee must reimburse the full cost of the training to the council
3. No further training until a Training Policy is in place
4. The Town Clerk to submit a draft training policy to the next meeting for consideration