



# Crowle & Ealand Town Council

Community Hub, 52-54 High Street, Crowle, Scunthorpe, North Lincolnshire,  
DN174LB. Email: [clerk@crowleandelandcouncil.org](mailto:clerk@crowleandelandcouncil.org)

Minutes of the **Council Personnel Committee Meeting** of Crowle and Ealand Town Council (C&ETC) held at the Community Hub, 52-54 High Street, Crowle on Mon 14<sup>th</sup> September 2020.

**Present:** Councillor (Cllr) J Reed (Personnel Chairman), Cllr M Bailey, Cllr R Stewart

**Apologies:** Nil

**Officers Present:** Kirsty Dunn, Town Clerk (TC), Emma Von Sembach, Responsible Finance Officer (RFO), George Edwards, Community Support Worker (CSW)

**Members of the Public/Press:** Nil

**Public Forum:** Nil

The Personnel Committee Meeting began at 4:30pm.

## **P/005/20 Vote to Exclude Press/Public**

Vote to exclude Press and public due to an exemption as defined in paragraph 1 of part 1 of schedule 12a of the Local Government Act 1972, also in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed.

Proposed by Cllr M Bailey, second Cllr R Stewart and unanimously carried.

## **P/006/20 Apologies for Absence**

Apologies and reasons for absence received and resolved for:

Cllr J Ramsden and Cllr S Walshe

## **P/007/20 Declarations of Interest:**

To note any declarations of interest made by Councillors in respect of items on this meeting's Agenda (in accordance with the Council's Model Code of Conduct and the Localism Act 2011).

Nil

## **P/008/20 To receive and resolve minutes of the previous Personnel Committee Meeting held on 20<sup>th</sup> July 2020**

Resolved

Members of staff were interviewed separately with the agenda items discussed for each person.

## **P/009/20 CSW**

Matters discussed and resolved:

- a. Transfer the current self-employed position of Mr George Edwards to a PAYE position with effect from this meeting date. Proposed by Cllr M Bailey, seconded by Cllr R Stewart and unanimously carried.
- b. The contract of employment and all details contained therein was read through and discussed with Mr Edwards. Minor amendments were made and signed off. A copy of the amended contract and job description will be given to Mr Edwards for signature
- c. The pay review was explained to Mr Edwards who fully understands how his position was evaluated and agreed to the award. The National Joint Council (NJC) scheme was adopted and Spinal Column Point (SCP) 6 awarded.
- d. Mr Edwards was informed that ROSPA renewal will be required and a safeguarding course desirable for his position. All parties agree to professional development and training where necessary.

- e. Mr Edwards stated no issues to all other elements of the interview.

**P/010/20 TC**

Matters discussed and resolved:

- a. Pay review resolved. The National Joint Council (NJC) scheme was adopted, SCP 31 awarded and backdated to 1<sup>st</sup> April as directed.
- b. Contract amended to include SCP scale increase of at least 1 point for completion of professional development courses pre-approved by council.
- c. Identified future development requirements, cemetery management and legislation courses and training.
- d. Emergency phone rotation options discussed and agreed.
- e. No further issues identified.

**P/011/20 RFO**

Matters discussed and resolved:

- a. Pay review resolved. The NJC scheme was adopted, SCP 29 awarded and backdated to 1<sup>st</sup> April as directed.
- b. Contract amended to include:
  - i. SCP scale increase of at least 1 point for completion of professional development courses pre-approved by council
  - ii. Working hours to be increased from 8 to 12 hours per week
- c. Identified future development requirements, Institute of Cemetery and Crematorium Management membership, cemetery management and legislation courses and training.
- d. Emergency phone rotation options discussed and agreed.
- e. No further issues identified.

Items requiring ratification will be taken to the next meeting of full council.

**The Personnel Committee meeting closed at 18.02 pm.**

Signature: Original Signed J REED

Date: 14 September 2020

Designation: Chairman of the Personnel Committee