



Crowle & Ealand Town Council

52-54 High Street, Crowle, Scunthorpe, North Lincolnshire,
DN174LB. Email: clerk@crowleandelandcouncil.org

Minutes of the **Council Personnel Committee Meeting** of Crowle and Ealand Town Council (C&ETC) held at 6:00pm in the Council Meeting Room, 52-54 High Street, Crowle on Tuesday 9th November 2021.

Present: Councillor (Cllr) R Stewart (Acting Personnel Chairman), Cllr M Bailey, Cllr J Ramsden

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

P/006/21 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 J Ramsden and unanimously carried.

P/007/21 Apologies for Absence

Apologies and reasons for absence received and resolved for:

Nil

P/008/21 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/009/21 Lone Working

- a. The draft Lone Working Policy was sent today for Personnel Committee review. This will be confirmed and brought to full council at the earliest opportunity.
- b. Staff members have downloaded the free Life 360 app. This app permits monitoring of movement activity, a check-in service, vehicle travel with collision alerts and has emergency contact notifications for members outside of the working group should staff not answering. Councillors requested additional safety be included for mobile lone working; a 30-minute check-in system is to be operated by all personnel when site working alone.
- c. Proposed and approved to supply all weather, safety clothing for all staff and a spare safety helmet and jacket for site visits.
- d. A mobile phone for the RFO was approved.

P/010/21 Staff Well-Being Review

No issues

P/011/21 Staff Training

Staff training is up to date and no issues identified. TC updated council on current situation with CiLCA.

P/012/21 Pensions

RFO to investigate pension schemes and rates for current staff and pension status for previously dismissed employees and confirm that this council adheres to legislation that revokes pension in cases of dismissal. Matter to be brought to next suitable meeting.

P/013/21 Staff Titles

The RFO has the additional role and job title of Burials Officer. It is felt that this title can be deemed insensitive and outdated and Cemetery Manger would be more appropriate. RFO to investigate historic title awards to see if this is an appointed title. If not bound, change of title can be carried out.

The Personnel Committee meeting closed at 18.36 pm.

Signature: Original signed copy on file

Date: 23rd November 2021

Name/Designation: Cllr R Stewart, Acting Chair of Personnel Committee