

**AGENDA 5, Enc i) ASHINGTON TOWN COUNCIL, DRAFT Minutes of the Personnel Committee Meeting held at 6:00pm on 24<sup>th</sup> October 2023**

**COUNCILLORS PRESENT**

Cllr Lynne Grimshaw (Chair), Cllr Marjorie Chambers, Cllr John Tully, Cllr Mark Purvis, Cllr Matthew Cuthbert, Cllr Louis Brown

**ALSO, IN ATTENDANCE**

Sarah Eden – Clerk/RFO

**PC23/024 ELECTION OF CHAIR**

In accordance with Standing Orders, **it was AGREED** to receive nominations for Chair of the Personnel Committee of Ashington Town Council.

Cllr Lynne Grimshaw was voted unanimously.

**PC23/025 ELECTION OF VICE-CHAIR**

In accordance with Standing Orders, **it was AGREED** to receive nominations for Vice-Chair of the Personnel Committee of Ashington Town Council.

Cllr Matthew Cuthbert was voted unanimously.

**PC23/026 APOLOGIES FOR ABSENCE**

None received, all members present.

**PC23/027 DISCLOSURE OF INTERESTS**

Cllr Marjorie Chambers declared that Sharon Parmley was a relative. It was noted that there were no matters for the committee's agreement in this regard.

**PC23/028 DISPENSATIONS**

None to consider.

**PC23/029 DRAFT MINUTES OF COMMITTEE MEETING HELD ON 28<sup>th</sup> APRIL 2023**

**It was AGREED to APPROVE** the minutes as a true record. It was noted that draft minutes were circulated in accordance with proper practice and were available on the Council's website as expected.

**PC23/030 EXCLUSION OF PRESS AND PUBLIC**

**It was AGREED** that the press and public be excluded from the meeting during consideration of the following items, permitted under Section 1 (2) LGA 1960, due to the confidential nature of the business being transacted.

**PC23/031 RECRUITMENT**

**It was AGREED to RECEIVE** the Employment Pack, including Job Description and Person Specification for the role of Allotments Officer put together by the Executive Officer.

With the addition of numbers of allotments being included in pack information, **it was AGREED** to recommend that recruitment for this post proceeds in accordance with the details received.

The Executive Officer highlighted the information in the report pertaining to salary, noting that the role originally discussed was very different to the role being recommended now and as such the Personnel Committee would need to seek approval from the Finance and General Services Committee for inclusion in the budget. **It was AGREED** to make the

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recommendation to the Finance and General Services Committee that the salary scale is amended in line with the report received.

### **PC23/032 EMPLOYEE RESOURCING**

**It was AGREED** to receive a resourcing report outlining all role salary scales and progressions, and to agree the recommendations therein.

Budget projections were included with all recommendations, noting expected 2023 pay deal figures that have yet to be agreed. It was noted that pay deal projections have been included in all year-end figures. It was also noted that most salary scales did not require committee approval as were contractual.

The employment costs budget for 2023/24 was set at £264,185, figures to the year-end based on current staff and pay deal projections total £256,244.

Personnel Committee approved increases in line with the National Living Wage will cost an additional £417.25 in the current financial year.

Personnel Committee recommendations to the Finance and General Services Committee in respect of an Allotment Officer will cost an additional £9,338 in the current financial year.

Plans are within the Employment Costs budget for 2023/24, with a healthy balance of over £5,000 for any additional pay deal costs.

**It was AGREED** to approve future resourcing costs for 2024/25 based on the recommendations within the report.

The employment costs budget for 2023/24 was set at £264,185. The budget for 2024/25 based on contractual increases, pay deal, and recommended resourcing (£292,931) reflects an increase of £28,746, almost 11%.

Members were advised that an amount should be attributed to the pay deal increase for 2024, or this could come from contingency.

Members were reminded that recruitment for an Allotment Officer could not commence until after consideration and approval by the Finance and General Services Committee, in view of the increased budget.

**The meeting ended at 7:10pm**