

AGENDA 5, Enc i)

ASHINGTON TOWN COUNCIL, DRAFT Minutes of the Personnel Committee Meeting held at 4:00pm on Tuesday 29th November 2022

COUNCILLORS PRESENT

Lynne Grimshaw (Chair), Marjorie Chambers, Matthew Cuthbert, Mark Purvis

ALSO, IN ATTENDANCE

Sarah Eden – Clerk/RFO

PC22/007 ELECTION OF CHAIR

In accordance with Standing Orders, to receive nominations for Chair of the Personnel Committee of Ashington Town Council, and in the event of more than one Councillor being proposed and seconded, to take a vote and elect the Councillor with the majority.

Cllr Lynne Grimshaw was nominated, and seconded, and re-elected as Chair of the Personnel Committee.

PC 22/008 ELECTION OF VICE-CHAIR

In accordance with Standing Orders, to receive nominations for Vice-Chair of the Personnel Committee of Ashington Town Council, and in the event of more than one Councillor being proposed and seconded, to take a vote and elect the Councillor with the majority.

Cllr Matthew Cuthbert was nominated, seconded, and re-elected as Vice-Chair of the Personnel Committee.

PC 22/009 APOLOGIES FOR ABSENCE

Apologies were received from Cllr John Tully and Cllr Lawrence Henderson.

PC 22/010 DISCLOSURE OF INTERESTS

Cllr Marjorie Chambers declared a personal interest in that Sharon Parmley was a relative.

PC 22/011 DRAFT MINUTES OF COMMITTEE MEETING HELD ON 22ND FEBRUARY 2022

It was AGREED to APPROVE the minutes as a true record.

PC 22/012 EXCLUSION OF PRESS AND PUBLIC

It was AGREED to APPROVE the motion that the press and public be excluded from the meeting during consideration of the following items, permitted under Part I of Schedule 12A of the Local Government Act 1972 (as amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006) Act as the matter is confidential
(1) Information relating to an individual

PC 22/013 HOMEWORKING POLICY

Members **RECEIVED** and **AGREED to recommend adoption** of the Working from Home Policy.

PC 22/014 OFFICER CODE OF CONDUCT

Members **RECEIVED** and **AGREED to recommend adoption** of the Officer Code of Conduct.

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PC 22/015 TRAINING BUDGET

a) Member Training ILCA

It was AGREED to recommend that the budget for member training includes a specific allocation so that each member can undertake 'Introduction to Local Council Administration' (ILCA) online training at a cost of £120/each. Total Cost = £2,160

It was AGREED to recommend that the budget for member training includes a specific allocation to enable the Council take up two sessions, delivered by Breakthrough Communications, at a cost of £395/session for up to 20 participants. Total Cost = £790

It was AGREED to recommend that the budget for member training includes a specific allocation to enable up to ten Cllrs/Officers to take Town and Parish Council specific Carbon Literacy Training at an estimated cost of £1200.

b) Staff Training

It was AGREED to recommend that the staff training budget is maintained at £3,500 and that approval of spending on training is delegated to the Clerk in consultation with Line Managers.

PC 22/016 EMPLOYEE RESOURCING

It was AGREED to RECEIVE the Clerk's report and to propose the recommendations therein, noting that budget decisions can only be agreed by Full Council:

- To recruit an entry-level administrator to support the requirements of the office allowing the role of the Senior Finance and Administration Officer to be changed to that of Communications and Engagement Officer.
- To include a budget allocation to support the new entry-level administration role.
- To include a budget allocation to support the possible recruitment of an Allotments Officer, to be recruited on completion of the work with Allotment Associations, estimated September 2023.

The meeting ended at 5:20pm