

WHALEY BRIDGE TOWN COUNCIL

Mechanics Institute, Market Street, Whaley Bridge, High Peak, SK23 7AA
Town Clerk: Mr A Fox Tel: 01663 733068 e-mail: townclerk@whaleybridge.com

Minutes of the Personnel Committee held at 6.00 pm on Wednesday 10th January 2024 in The Meeting Room, Mechanics Institute, Market Street, Whaley Bridge

Present: Councillors: Glover, Gilmour and Ridgway.

In Attendance: Y Tsesak, Administrator and A Fox, Town Clerk

PC23/015 Apologies for Absence

RESOLVED: That Cllr Glover is elected as the Chair of the Personnel Committee.

PC23/016 Apologies for Absence

None.

PC23/017 Declaration of Member's Interests and Dispensation Applications

None

PC23/018 Minutes of the Previous Meeting of Personnel Committee

RESOLVED: That the minutes of the meetings of 18th July 2023 and the 29th August 2023 are a correct record. The Chair signed the minutes.

PC23/019 Exclusion of the Press and the Public

RESOLVED: that the Press and the public be excluded from the meeting for the consideration of the following matters on the grounds that involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

PC23/020 3 – Month Probation Period of the Administrator

Yevheniia Tsesak left the meeting while the discussion took place but it was noted that she wished to further improve her English.

The Personnel Committee considered the first 3 months of the Administrator's performance since being appointed in post.

RESOLVED: The Administrator successfully passed the 3-month probation period.

RESOLVED: To look at some form of Sage accounting software training for the Administrator.

PC23/021 Staff Sick Pay

Received a report from the Clerk noting the discrepancy between the Caretaker's sick pay and that of the rest of the staff.

RESOLVED: To increase the Caretaker's sick pay so it is inline with other members of staff which is;

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| during 1 st year of service | • one month's full pay, then (after completing 4 months' service) 2 months' half pay |
| during 2 nd year of service | • 2 months' full pay, then 2 months' half pay |
| during 3 rd year of service | • 4 months' full pay, then 4 months' half pay |
| during 4 th & 5 th years of service | • 5 months' full pay, then 5 months' half pay |
| after 5 years' service | • 6 months' full pay, then 6 months' half pay |

PC23/022 Working Arrangements

The Clerk noted that there was a slight issue with the office getting a bit cold which he was investigating.

PC23/023 Appraisals

It was noted that the Appraisals needed to be carried out in April.

PC23/024 Workload and Timescales

It was noted that the Clerk is finding it difficult to get quotes for work within a reasonable timescale. In future he will look beyond local contractors if they do not reply within a reasonable timescale.

The meeting closed at 6.37pm

Signed as a true and correct record of the meeting

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Chairman

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Date