



WINTERTON TOWN COUNCIL

52 West Street, Winterton, Scunthorpe,
North Lincolnshire. DN15 9QF

Phone: 01724 488085 or email wintertoncouncil@talktalkbusiness.net

Public Participation:

- Members of the public may raise subjects that they wish to bring to the attention of the Town Council. Items relating to matters on the Agenda will be taken first and the time will be restricted to 15 minutes maximum unless the council decides otherwise. Listeners should note that decisions cannot be made at this meeting on items not on the agenda.

No Members of the Public or Press were present.

Winterton Town Council Minutes of the Personnel Committee held on Monday 7th April, 2014 at 2pm at 52 West Street, Winterton

Present

Cllr I. Cawsey (Chair) Cllr B. Bridge Cllr F. Fletcher

- 1404/1 Apologies
No Apologies for Absence were received.
- 1404/2 Declaration of Interests
a. No Declarations of Interest were declared.
- 1404/3 Minutes of Previous Meeting
The Committee considered the Minutes of the Personnel Meeting held on 13th January, 2014
Resolution: That the Minutes were duly approved and signed as a true record.
- 1404/4 a. The Committee considered the exclusion of the public and press due to the confidential nature of the items to be discussed.
Resolution: That the Public and Press be excluded
- b. The Committee discussed the following staffing matters:
(i) Additional Office Staff
The Committee discussed the appointment of an additional office staff member, consideration being given to both the appointment of a Clerk with experience or a trainee.
Resolution: That the position of an Assistant Clerk (clerical experience essential) be advertised through ERNLLCA, local press, the WTC noticeboards/website and NLC Intranet (if available) with a closing date

of 30/4/14. The appointment of a Trainee was agreed to be a possible future development.

The Committee proceeded to discuss terms and conditions of employment and the recruitment policy to be followed.

Resolution: That the Chair of Personnel and the Town Clerk plus one other member of the Personnel Committee (if available) undertake the shortlisting, interview and subsequent employment of an Assistant Clerk within the guidelines set.

(ii) Pension Provision

The Committee considered the pension provision for Winterton Town Council employees.

Resolution: That all current and future employees of the Council be offered enrolment onto the Local Government Pension Scheme.

(iii) Staff Appraisals

The Personnel Committee considered the 2014 Annual Appraisal of all staff.

Resolution: That the appraisals will take place in April/May within the guidelines set.