

WEST MERSEA TOWN COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 27 FEBRUARY 2025

In attendance:

Cllr Teresa Webster (Chairman)	Cllr David Baker	Cllr David Boylan
Cllr Nigel Hinderwell	Cllr Bob Jenkins	Kirsty Wadsworth, Town Clerk
No members of the public		

25/13 RECORDING OF MEETING

Chairman requested anyone present to identify their intention to record the meeting.

The Town Clerk confirmed the meeting was being recorded. The office recording device was also used.

25/14 APOLOGIES FOR ABSENCE

No apologies for absence received.

25/15 DECLARATIONS OF INTEREST

No declarations of interest received.

25/16 PUBLIC PARTICIPATION

A period of up to 15 minutes (maximum of 3 minutes per person) for members of the public to ask questions or submit comments about items on the agenda.

No members of the public in attendance.

25/17 To confirm minutes of the Personnel meeting of 15th January 2025

It was resolved by the majority to accept the minutes of 15th January 2025.

Proposed: Cllr Hinderwell, Seconded: Cllr Jenkins. Cllr Boylan abstained. All in favour.

25/18 To review and agree amendments to the Personnel Committee Terms of Reference

Following discussion, it was ***agreed unanimously*** to accept the amendments made to the Personnel Committee Terms of Reference.

Proposed: Cllr Boylan, Seconded: Cllr Hinderwell. All in favour.

25/19 To receive an update on the Staff Handbook

The Staff Handbook has been reviewed and some amendments made. When completed it will be distributed for comments.

25/20 To review and agree Training Recoupment form

It was ***agreed unanimously*** to accept the wording on the Training Recoupment form.

Proposed: Cllr Baker, Seconded: Cllr Boylan. All in favour.

25/21 To agree procedure for Training Recoupment form

Refresher courses and any Health and Safety courses which are required for staff to work safely at their place of work will not require a signed Training Recoupment form to be completed. Any courses involving a new skill will require a signed Training Recoupment form to be completed before the course commences.

Proposed: Cllr Baker, Seconded: Cllr Hinderwell. All in favour.

25/22 To receive a Health & Safety document update

The Clerk confirmed that all staff have seen and read the 2025 version of the Health and Safety Policy. An email has been received by all staff stating that the policy has been seen and read.

Exclusion of Press and Public

To resolve that due to the confidential nature of the business to be transacted the public and press be excluded pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

25/23 To receive a Town Clerk update

Town Clerk is now attending course with the EALC. Two new courses will be attended this month which will be agreed at the next full council.

It was **agreed unanimously** to recommend for the Town Clerk to attend two courses; A Council Year and Understanding the Annual Meeting and Annual Report and Newsletter

Proposed: Cllr Hinderwell, Seconded: Cllr Boylan. All in favour.

25/24 To agree for the Town Clerk to attend Nimble courses; FOI and Data Protection at a cost of £17 each

It was **agreed unanimously** to recommend for the Town Clerk to attend Nimble courses: FOI and Data Protection at a cost of £17 each.

Proposed: Cllr Boylan, Seconded: Cllr Hinderwell. All in favour.

25/25 To receive a RFO update

After discussion it was recommended that the Town Clerk and the RFO work together to deliver the monthly wages to the staff. Help from the accountant is to be requested in early May to assist with the VAT returns. A date will be booked for the final audit.

25/26 To agree to increase the RFO hours by 4 hours per week for one month

It was **agreed unanimously** to increase the RFO hours by 4 hours per week for one month.

Proposed: Cllr Hinderwell, Seconded: Cllr Boylan. All in favour.

25/27 To receive an update relating to staff member TOIL and holiday pension payment

Essex Council have sent through rules regarding TOIL. TOIL is subject to pensionable pay but payment for holiday is not subject to pensionable pay. Pension contributions must be adjusted accordingly by the RFO.

25/28 To receive an update regarding staff member reduction in hours

A staff member has requested reducing the working hours by five and a half hours. The option of having a key holder to lock toilets in the evening was further discussed. It was agreed that further clarification on the numbers of desired hours to be reduced and the nature of the work would need to be obtained from the staff member before changed could be implemented.

25/29 To agree to advertise a new vacancy for 5½ hours per week plus holiday/sickness cover

It was **agreed unanimously** to advertise a new vacancy for 5 ½ hours per week plus holiday/sickness cover.

Proposed: Cllr Boylan, Seconded: Cllr Baker. All in favour.

25/30 To agree a staff probation letter

It was **agreed unanimously** to confirm the staff probation letter.

Proposed: Cllr Boylan, Seconded: Cllr Hinderwell. All in favour.

25/31 To provide an update regarding a meeting with staff about the late salary payment and late wage slips

A meeting was held with the staff regarding historical concerns. An apology was given for the late salary payment and late wage slips, which was accepted and the acknowledgement that new processes have now been put in place to mitigate any errors in the future.

25/32 To review and agree how wage slips are provided to staff members going forward

Following discussion, it was **agreed unanimously** that paper copies of wage slips would no longer be printed and that wage slips would be sent directly to all employees. If a paper copy is required, it must be printed by themselves.

Proposed: Cllr Hinderwell, Seconded: Cllr Boylan. All in favour.

25/33 To receive an update regarding concerns raised by a member of staff relating to notes from an accident book entry review

It was noted that an amendment would be made regarding an accident book entry – The reason the member of staff was not wearing his harness was because he was in a restricted area and was unable to wear one. It was noted in the minutes that the staff member had not read the H&S policy as he believed it was out of date. Legal advice has been sought. The Policy was not out of date. The member of staff has emailed to say he has now received and read the Policy.

25/34 To receive an update regarding a meeting with staff member relating to their contract and agree a way forward

Item deferred until later in the meeting.

25/35 Staff member Hayley Powling; To agree to carry forward 12 hours holiday to 1st April 2025, for a period of six months, to be used by 30th September 2025

It was **agreed unanimously** to carry forward 12 hours holiday to 1st April 2025, for a period of six months, to be used by 30th September 2025.

Proposed: Cllr Hinderwell, Seconded: Cllr Jenkins. All in favour.

25/36 To agree a way forward relating to an underpayment of pension contribution from a legacy staff member

After discussion it was **agreed unanimously** to not approach legacy staff member with regards to under payment of personal pension, unless further correspondence is received at this time.

Proposed: Cllr Baker, Seconded: Cllr Boylan. All in favour.

Cllr Jenkins left the meeting. Apologies were accepted.

25/34 To receive an update regarding a meeting with staff member relating to their contract and agree a way forward – this item was deferred.

A member of staff asked why their contract did not mirror another employee with regards to sick pay. The Council agreed that all employees after a particular date have agreed to new terms in their employment contract and that the contract would not be altered.

25/37 To review and agree staff improvement for Rushmere premises

The Council discussed cheaper more viable options to heating Rushmere. Quotes are to be sought for an infrared heater with a button to select timings.

25/38 To provide a security update

To help with insurance the Council have sourced two quotes involving [REDACTED] [REDACTED] to further secure Rushmere depot.

Meeting closed at 11.40am.

DRAFT