

**SHREWSBURY TOWN COUNCIL
PERSONNEL COMMITTEE
MEETING HELD VIA TEAMS
ON 21 MAY 2020**

PRESENT

Councillors – A Mosley (Chairman), Mrs H Fraser, I Jones & P Nutting

IN ATTENDANCE – Helen Ball (Town Clerk) & Amanda Spencer (Deputy Town Clerk)

APOLOGIES – Councillor Ms Halliday/Pardy

01/20 DECLARATIONS OF INTEREST

All twin-hatted members declared a personal interest in Shropshire Council should any matters relating to the Town Council's relationship with Shropshire Council arise.

02/20 MINUTES OF THE LAST MEETING

The Minutes of the Personnel Committee meeting held on 23 October 2019 were submitted and circulated as read.

RESOLVED:

That the minutes of the Personnel Committee meeting held on 23 October 2020 be approved and signed as a correct record.

03/20 EXCLUSION OF THE PUBLIC

RESOLVED:

That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public be excluded from the meeting on the grounds that the following items being considered involve the disclosure of confidential information.

04/20 JOB EVALUATION APPEALS

The Deputy Town Clerk reported that there had been 25 appeals to the Job Evaluation. As new in post she had reviewed all appeal letters and was able to give a completely objective view point on the process. She had also read the Job Criteria. Both she and the Town Clerk had separately reviewed the appeals and graded the posts using the Criteria, the employees current and proposed Job Description and any information provided by the employee both at the start of the Job Evaluation process and at appeal stage. On each occasion the points of the Town Clerk and Deputy Town Clerk were the same. In some cases there was no justification for any points awards; in some there was justification but it did not change the grade of the post. There were subsequently 6 posts that there was justification for additional points awards that would subsequently increase the grade of the post. The Deputy Town Clerk had submitted a report to members of the Personnel Committee ahead of the meeting.

Members subsequently went through all six posts.

RESOLVED:

That the recommendations of the Deputy Town Clerk be approved

05/20 BACKDATING OF PAY

The Deputy Town Clerk reported that there had been a number of appeals in relation to the level of back dating of pay.

Originally the Personnel Committee had resolved to back-date the pay to 1st April 2019; this had subsequently been overturned by Full Council which had resolved to back-date the pay to 1st April 2018 to reflect the start of the Job Evaluation process and the date for awards that had been communicated to staff.

The basis of the appeals was that pay should be back-dated to 2016, this being the date of the Consultant's Report.

The Deputy Town Clerk had done a trawl through minutes of Council and could not find mention of any agreement on backdating. Advice had been sought from Shropshire Council HR; they advised that their policy was to restrict any back-dating to six months.

Members recalled that the Consultant's Report had only recommended one post be evaluated; that being the Town Clerk and the Finance & General Purpose Committee at the time resolved to defer any Job Evaluations and await the outcome of then discussions with Shropshire Council on service devolution.

RESOLVED:

That the backdating of pay remain at 1st April 2018