

**SHREWSBURY TOWN COUNCIL  
PERSONNEL COMMITTEE  
MEETING HELD AT SHREWSBURY LIBRARY  
ON 11 JUNE 2019**

**PRESENT**

**Councillors** – A Mosley (Chairman), Mrs H Fraser, I Jones, P Nutting & K Pardy (substituting for Cllr Ms Halliday).

**IN ATTENDANCE** – Helen Ball (Town Clerk)

**APOLOGIES** – Councillor Ms Halliday

**01/19 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.

**02/19 REVISION OF HANDBOOK**

Prior to the Meeting, the Town Clerk had circulated a copy of the revised Handbook. Councillor Mosley reported that this had been presented to the Joint Consultative Committee and Staff and Union Representatives were comfortable with content. The Town Clerk reported that the document had been amended to reflect comments raised by Councillor Mrs Moseley around parity in maternity, parental and adoption leave. The Office Manager had not received any comments from Councillor Vasmer. Members discussed wording around references to Gross Misconduct and detail on process and rights of appeal.

**RECOMMENDED:**

**That upon amendments to the Gross Misconduct Section, the Handbook be adopted and circulated to all current and future members of staff.**

**03/19 CHANGES TO NJC GRADES**

The Town Clerk provided details of the new grading structure for all NJC posts. A number of the lower posts had become obsolete as the hourly rates were below the Living Wage Rate. All staff had been moved onto the new grades in accordance with the guidance given and received written confirmation of new grades and rates of pay.

**RESOLVED:**

**That the new NJC grades be noted**

## **04/19 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.**

## **05/19 SICKNESS**

The Town Clerk presented a report into staff sickness for the 2017/18 and 2018/19 years. Last year had been a particularly difficult year for long-term illness and the types of illnesses categories were discussed. Illness categories reflected the current national trends. She reported much improved levels for 2019/20.

Members felt the format of reporting was beneficial and would like to see this presented to the Committee on a quarterly basis.

### **RESOLVED:**

**That the Report into sickness be noted**

## **06/19 GRIEVANCE & DISCIPLINARY MATTERS**

The Town Clerk presented a report into the number of Discipline and Grievance matters in 2017/18 and 2018/19. She reported that there had been no Discipline or Grievance Matters in the whole of 2019 so far.

## **07/19 JOB EVALUATION**

Councillor Mosley reported on progress in undertaking a Job Evaluation process. This had been initiated in March 2017 following a recommendation of the Consultant's Report. Shropshire Council had been appointed to undertake an independent and impartial review of Job Posts and had reported back in December 2018. The Group Leaders had met with HR Officers who had undertaken the review three times and had made a number of recommendations; namely:

1. That a review of Strategic & Operational Management roles be undertaken
2. That consideration be given to the appointment of a Deputy Town Clerk to support capital plans, commercial and other initiatives
3. That time be freed up for the Town Clerk to concentrate more on strategic issues
4. That duties where possible be delegated to staff

5. That the current Job Evaluation exercise not be implemented until the above had been carried out.

Group Leaders had met with the Town Clerk to discuss the above and it had been the intention of the Group Leaders to discuss the above recommendations at the Personnel Committee. The Town Clerk however had interpreted the meeting as a request to implement the review. This she had done and had tabled her report to the Committee.

**RESOLVED:**

**That the Personnel Committee be reconvened for 10.30am on Tuesday 18<sup>th</sup> June to discuss the matter further, having then had the opportunity to review the Town Clerk's report.**