

**Dated this 22<sup>th</sup> Day of October 2020**

**NOTICE IS HEREBY GIVEN that a virtual meeting of the PERSONNEL SUB  
COMMITTEE will be remotely on WEDNESDAY 28<sup>th</sup> October 2020  
The meeting will start at 7.00 pm**

There will be a training session for Members starting at 6.00 pm

**Note:** *DECLARATIONS OF INTEREST – If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Town Clerk at least 24 hours in advance of the meeting.*

*This meeting will be open to the press and public to view via the following link:  
<https://youtu.be/uqkS6pybFhI>*

### **A G E N D A**

1. **Election of Chair Members** area sked to elect a Chair for the Municipal Year.
2. **Apologies for Absence**
3. **Declarations of Interest**
4. **Public Participation.** Due to the Covid 19 pandemic public participation will be dealt with via the submission of comments or questions to the Council prior to the meeting commencing. Anyone wishing to submit a comment or a question to the Council must do so by 5pm on Tuesday 27<sup>th</sup> October 2020.
5. **Minutes of the Previous Meetings** (Pages 1 – 2) The minutes of the Personnel Committee meeting held on 6<sup>th</sup> February 2019 are attached for approval.
6. **Exclusion of Press & Public**

That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they contain exempt information under paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act, and it would not, on balance, be in the public interest to disclose the reports.

7. **Pay Increase 2020** Members are asked to note the verbal report.
8. **Assistant Maintenance Engineer (Increase in Hours)** (Pages 3-5) Members are asked to consider the attached report.
9. **Disciplinary and Dismissal Policy** (Pages 6-13) Members to consider the revised and updated policy for adoption by the Council
8. **Grievance Policy** (Pages 14-23) Members to consider the revised and updated policy for adoption by the Council
9. **Capability Policy** (Pages 24-29) Members to consider the revised and updated policy for adoption by the Council
10. **Chair's Report** – for noting only



Miss A. McIntyre  
**Town Clerk to Maghull Town Council**

**MAGHULL TOWN COUNCIL**  
**PERSONNEL COMMITTEE MEETING**  
**HELD 6<sup>TH</sup> FEBRUARY 2019**

PRESENT Councillors Esterson (In The Chair), Byrne, Hart and McKinley.

ALSO PRESENT – A. McIntyre Chief Executive Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Deegan and Sayers.

2. DECLARATION OF INTERESTS (MEMBERS AND OFFICERS)

No declarations were received.

3. MINUTES OF THE PREVIOUS MEETING

**RESOLVED** that the minutes of the meetings held on 12<sup>th</sup> December 2018 were agreed as a correct record.

4. EXCLUSION OF THE PRESS AND PUBLIC

**RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they contain exempt information under paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act, and it would not, on balance, be in the public interest to disclose the reports.

5. STAFFING COMPLEMENT

Members considered the report relating to the Staffing Complement. The report gave details of the reduction in staffing complement required to achieve a balance budget for 2019-20. Members discussed the impact that the reduction in the complement would have on the service and the changes needed for this to happen. Job descriptions and person specifications for the admin posts were discussed. The timetable for filling the posts was also clarified.

**RESOLVED** that:

- 1. The staffing complement as agreed by Council be implemented;**
- 2. The admin posts job descriptions and person specifications be agreed;**
- 3. The vacancies be filled as soon as possible and;**
- 4. The report be noted.**

6. CHANGES TO PUBLIC ACCESS

Members considered the report which detailed the current level of public usage of the Counter. Public usage had dropped significantly and the costs for keeping the Counter

open were disproportionate to the benefit it gave. It was not proposed to close the Counter completely but to give limited access to the public. The proposal was to reduce the opening hours to 10 am to 12 pm Monday to Thursday. Members discussed the impact of the changes and savings that would be made.

**RESOLVED that:**

1. **The Public Counter be open from 10 am to 12 pm Monday to Thursday;**
2. **The report be noted.**

**7. PERSONNEL SUB COMMITTEE - APPEALS**

Members received a verbal update concerning the ongoing staffing issue.

**RESOLVED that the report be noted.**

**8. CHAIR'S REPORT**

The Chair thanked the members for attending.

**RESOLVED that the Chair's report be noted.**

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