

MOLD TOWN COUNCIL

Minutes of the meeting of Mold Town Council Personnel Committee held at the Town Hall on Monday 11th June 2013.

PRESENT:

Councillors: Geoff Collett, Haydn Bateman and Bryan Grew with the Clerk and Finance Officer.

1. APOLOGIES

Councillors: Robin Guest (Mayor) and Carol Heycocks (Deputy Mayor)

2. MINUTES

Resolved: It was resolved that the minutes of the meeting held on 21st January 2013 be received and approved as a correct record.

3. REVIEW OF REVISED CONTRACTS OF EMPLOYMENT AND OTHER ASSOCIATED DOCUMENTS

The Committee considered the revised Statements of Particulars (Employment Contracts) and noted the advice provided by the Clerk that there was nothing fundamentally unlawful about the documents currently used and that they could continue to be used. The documents had been revised and redrafted into a Wirehouse format for consistency and to fit with the other documents.

The Committee made a few comments on suggested amendments to the Statements of Particulars, mainly relating to the hours worked by the Caretaker and the use of the salary scale points rather than the salary shown in pounds.

The Committee also considered the draft employee handbook to ensure the contents accurately reflected the Councils requirements. Members were generally happy with the proposed handbook, with a few minor amendments suggested, which included the removal of the restrictions imposed on personal mobile phone use, and changes to the criteria set for issuing of media statements. Members agreed that the Clerk and Town Centre Manager should have delegated power to issue media statements when it would not be detrimental to the Council.

The Committee considered the associated policies which included; Training and Development, Adoption, Capability & Capability Dismissal Procedures, Confidential Reporting Policy, Disciplinary & Dismissal Procedure, Dignity at Work Policy, Equal Opportunities, Grievance Procedure, IT & Communications Policy, Maternity Policy, Paternity Policy and Performance Appraisal Policy. Members were happy with the proposed documents, noting that some were statutory.

Resolved: It was resolved to recommend the adoption of the revised Statement of Particulars together with the Employee Handbook and associated Policies and Procedures following the amendments shown above.