

MOLD TOWN COUNCIL

Minutes of the meeting of the Personnel Committee held via Video Conferencing on Tuesday 17th November 2020.

PRESENT:

Councillors: Teresa Carberry (Mayor), Sarah Taylor (Deputy Mayor), Anthony Parry (Chair), Geoff Collett and Bryan Grew.
Officer: Ian Jones Town Clerk.

1. APOLOGIES

None

2. MINUTES

RESOLVED: That the Minutes of the meeting held on 22nd June 2020 be received and approved as a correct record.

3. EXCLUSION OF PUBLIC AND PRESS

RESOLVED: That members of the public and press be excluded from the meeting.

4. BUDGET 2021/22

The Committee received a report on the estimated Staffing costs for the financial year 2021/22. This had included Employer costs for National Insurance, pension contributions and allowed a 2% increase in national pay scales and the costs of the Bailey Hill Project Officer which would be reimbursed from the HLF scheme in due course.

It was noted that the increase in national pay scales had been 0.75% higher than anticipated during 2020/21 at 2.75%. This increase had been taken into account when budgeting for 2021/22.

Members also received a staffing report by the Town Clerk about part-time hours worked by a member of staff and the difficulties encountered.

RESOLVED: That

- (i) the Budget Sub-Group include the figure as agreed into budget considerations for 2020/21: and
- (ii) Full Council be recommended to increase the part-time hours as outlined in the report and if agreed the additional cost be included within the budget.

5. LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2020/21

It was noted that the increase in national pay scales had been settled at 2.75%, with an increase of one day per annum in the minimum level of annual leave.

6. HEALTH AND SAFETY ANNUAL AUDIT APPRISAL

A report was presented by the Town Clerk advising that during September and October the Health and Safety Audit had been undertaken by Wurkplace with regard to working conditions and practices at the Town Hall and at the Cemetery. These included a check on requirements in respect of Covid-19.

An Executive Summary of the report had been circulated which reported that Overall, the organisation performed reasonably well in relation to health and safety. There was evidence of risk assessments, policies and procedures in place. There were however areas for improvement to cover any gaps in legal compliance and make the workplace safer for employees.

The purpose of appointing Wurkplace to undertake this health and safety audit was to ensure that the Council was meeting the duties imposed on the company by the Health and Safety at Work etc. Act 1974 and other applicable legislation and statutory requirements.

Members asked questions and made several comments. There was a request to the Town Clerk to place an item on the next agenda of the Committee on 'lone working'.

**SUMMARY OF DECLARATIONS MADE BY MEMBERS
IN ACCORDANCE WITH MOLD TOWN COUNCIL'S
CODE OF CONDUCT**

PERSONNEL COMMITTEE	DATE: 17th November 2020
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MEMBER	ITEM	MINUTE NO. REFERS
None		

Chairman's signature: Date:

MINUTES/PERSONNEL