

DEREHAM TOWN COUNCIL

1st June 2021

At a virtual meeting of the **Personnel** Committee held on Tuesday 1st June 2021.

Present Councillors H King (Chairman), C Bunting, K Cogman, S Green and L Monument.

Also present: Town Clerk Tony Needham, Councillors P Morton and H Clarke.

1. **To receive apologies for absence.**
There were no apologies for absence.
2. **Declaration of Interest.**
There were no declarations of interest.
3. **To elect a Chairman.**

Councillor L Monument proposed Councillor H King, seconded by S Green. There were no other nominations, it was agreed that Councillor H King be Chairman of the Personnel Committee.

4. **To elect a Vice Chairman.**

Councillor L Monument proposed Councillor S Green, seconded by Councillor H King. There were no other nominations, it was agreed that Councillor S Green be Vice Chairman of the Personnel Committee.

5. **Exclusion of press and public**

Proposed by Councilor H King, seconded by Councillor L Monument it was agreed to pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.

6. **To review recruitment and selection.**
The Committee discussed the points raised in the confidential report.
7. **To review grading and progression through pay scale of Admin Officers.**

The Committee reviewed the current wide pay scale which runs from SCP 7 to SCP 22. Following the review of the recruitment process and how the role of Admin Officers has developed over the years. The Committee felt that Scale 4 (SCP 7 to 11) was no longer appropriate and may be acting as a barrier to attracting the best candidates. The Clerk made the committee aware that changing the bottom of the scale will have no budgetary implications because the Council budgets for the top of the scale.

The Committee recommended that Scale 4 be removed from the pay scale for this post and that staff currently on this pay scale be advanced 5 SCPs.

On discussing progression through the Scale, the Clerk presented ideas that related to progression through the scale could be linked to the mastery of particular service area, the aim being that by the time a member of staff reaches the top of the pay scale they should have mastered the full range of Council services.

The Committee suggested that progression should be limited to maximum of 3 SCPs per year and that the mastery of a service area should be sustained.

The Committee asked the Clerk to develop the idea further and bring a detailed proposal to full Council in July.

8. **Update on other staffing matters.**

The Committee discussed current staffing issues as detailed in the confidential report

Chairman