

SKEGNESS TOWN COUNCIL

Minutes of the Human Resources and Appointment Committee Meeting

Held at 10.30pm on Wednesday 24th March 2021

PRESENT: Councillors: T Burnham, A Findley, D Kirk, P Sutton and T Tye.

Also in attendance Town Clerk

No members of the public were in attendance.

H 01. ELECTION OF CHAIRPERSON

It was proposed, seconded and

RESOLVED: *That Cllr D Kirk be appointed as Chairperson for the remainder of the Council year.*

H 02. APOLOGIES (Agenda Item 2)

None had been received

H 03. DECLARATION OF INTEREST (Agenda Item 3)

There were none

H 04. PROPOSAL TO GO INTO PRIVATE SESSION FOR THE NEXT ITEM – Under the Public Bodies (Admission to Meetings) Act 1960 (due to the confidential nature of business relating to employees) (Agenda Item 4)

It was proposed, seconded and

RESOLVED: *That the public and press be excluded.*

H 05. TO NOTE THE OUTLINE OF THE RESPONSIBILITIES FOR HR (Agenda Item 5)

The Committee discussed the report by the Town Clerk who answered questions.

It was proposed, seconded and

RESOLVED: *That:-*

a) The report be Noted.

H 06. TO NOTE THE OUTLINE OF THE PERFORMANCE APPRAISAL SYSTEM – Appraisal system forms to be presented by Town Clerk (Agenda Item 6)

The appraisal system was discussed and the Town Clerk gave explanations and answered questions.

It was proposed, seconded and

RESOLVED: *That the report and information be Noted*

H 07. TO REVIEW THE TOWN CLERK'S PERFORMANCE AGAINST OBJECTIVES FOR 2019/20 (Agenda Item 7)

Due to Covid no objectives were set for 2020/21.

It was proposed, seconded and

RESOLVED: *That the Town Clerk had met the objectives for 2019/20*

Cllr Tye left the meeting

H 08. TO AGREE HOW THE TOWN CLERK'S PERFORMANCE OBJECTIVES FOR 2021/22 WILL BE ESTABLISHED (Agenda Item 8)

The Committee discussed ideas and the Town Clerk answered questions.

It was proposed, seconded and

RESOLVED: *That*

- a) the Town Clerk document some proposals and share these with the Chairman with a view to establishing SMART targets.*
- b) The Committee then meet again to discuss and finalise recommendations to Council*

H 09. TO NOTE A REPORT ON LONG TERM SICKNESS (Agenda Item 9)

The Town Clerk gave a verbal report on a long-term sickness issue and answered questions.

It was proposed, seconded and

RESOLVED: *That the report be Noted*

The meeting closed at 12.00pm.

DRAFT