

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD AT THE OLD MINING COLLEGE CENTRE  
ON MONDAY 08 OCTOBER 2018 COMMENCING AT 6:00 PM**

**PRESENT**

Councillor Mrs Constable [in the Chair]  
Councillors Mrs Bacon and Mrs Banevicius

**In attendance**

J G Brown, Interim Town Clerk  
Ms J Minor, Senior Administration Officer  
Councillor Mrs Evans

**1. APOLOGIES FOR ABSENCE**

Councillors Mrs Humphreys and Humphreys

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**3. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Personnel Committee held on 02 May 2018 [Minute Nos. 30-33] be approved as a correct record.

**4. PENSIONS DISCRETIONS**

Members were informed that the Town Council already had a pension discretions policy in place however the current policy needed to be updated to take account of the revised LGPS regulations, primarily due to the move from a final salary scheme to a career average scheme. It was noted that the policy intention was unchanged from the 2014 version to the latest version i.e. discretions have not been adopted if they would incur any additional costs to the Town Council. All employers have a legal requirement under the Local Government Pension Scheme [LGPS] to prepare and publish their Employer Pension Discretions.

Councillor Mrs Banevicius made reference to the paid service contract with Keely's Solicitors and asked whether or not the pension discretions policy should be sent to them. The Interim Town Clerk advised that the policy had been received from the Staffordshire Pension Fund and therefore meets legislative requirements.

It was **RECOMMENDED** to Full Council:

That the detailed Employer Pension Discretions Policy Statement and Summary Employer Pension Discretions Policy be approved and adopted.

5. UPDATE ON TOWN CLERK VACANCY

The Interim Town Clerk informed Members that following the previous interviews and non-appointment, the job description had been changed to reflect the now essential criteria however very little interest had been shown which had resulted in zero applications being received.

Councillor Mrs Constable suggested that increasing the hours should be looked at however the Interim Town Clerk pointed out that the reasons why no applications would be speculative and the hours offered may not be the reason why people had not applied.

Councillor Mrs Banevicius made reference to Minute No. 33 [future role of the Town Clerk] where she had previously expressed concerns that a 25 hour week would not allow the Town Clerk to have time to undertake a lead role for the Town Council in the community.

Councillor Mrs Bacon felt that perhaps it was the wrong time of year to be advertising however she felt that it was a serious issue and asked where do the Town Council go from here.

Councillor Mrs Bacon asked if the Interim Town Clerk could stay until the May 2019 elections. The Interim Town Clerk explained to Members the timescale involved with leaving it until after the elections and informed Members that if they increased the hours of the Town Clerk there would be cost implications as the Town Council had already appointed a Finance Officer.

It was **RECOMMENDED** that another meeting of the Personnel Committee be held in early November 2018 to include the Leader and Deputy Leader of both Groups to determine the best way forward.

(The Meeting closed at 6:30 pm)

Signed .....

Date .....