

Personnel Committee held on 29th June 2023.

RECOMMENDATION 1:

29/23/24 TO REVIEW EMPLOYMENT LAW TRAINING FOR MEMBERS OF THE PERSONNEL COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to approve Members of the Personnel Committee, the Chairman of the Town Council and the Town Clerk to attend Employment Law training on Wednesday 26th July 2023 delivered by HR Support Consultancy.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** at the next Policy and Finance Committee meeting approval for Employment Law training cost of £450 allocated to budget code 6213 Councillor Training and Expenses.

RECOMMENDATION 2:

30/23/24 TO REVIEW EMPLOYMENT LAW TRAINING FOR LINE MANAGERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the Line Managers to attend Employment Law training delivered by HR Support Consultancy at a total cost of £450. The Town Clerk to arrange a suitable training date subject to the appointment of a Service Delivery Manager.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Policy and Finance Committee meeting approval for Employment Law training cost of £270 allocated to budget code P&F Staff Training;

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting approval for Employment Law training cost of £90 allocated to budget code Service Delivery Staff Training;

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Library Sub Committee meeting approval for Employment Law training cost of £90 allocated to budget code Library Staff Training;

RECOMMENDATION 3:

32/23/24 TO RATIFY RECRUITMENT AGENCY COST.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to ratify the recruitment agency and HR cost of £6,504.70.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to the Policy and Finance Committee a virement of £6,000 from budget code P&F Staffing Contingency to 6701 Staff Recruitment to cover the above associated cost.

RECOMMENDATION 4:

39/23/24 TO REVIEW ROSEVALE ACCOUNTANTS PAYROLL SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to continue with the temporary appointment of Rosevale Accountants to outsource processing payroll and to further review at the Personnel Committee meeting to be held on 29th February 2024 at a cost of £8.50 + VAT per employee per month.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Policy and Finance to vire £1,034 from Staff Contingency to 6305 Finance Software to cover the above associated cost.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to suspend Standing Order 2.V - A meeting shall not exceed a period of 2 ½ hours.

Councillor Martin left the meeting.

RECOMMENDATION 5:

40/23/24 TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Martin returned to the meeting.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED:**

1. To approve the training plan (12 month cycle) delivered by Rosevale Accountants to the Finance Officer up to and including w/c 25th March 2024, reporting to the Town Clerk / RFO, (as attached),
2. The Town Clerk to oversee and manage reduction in training hours in accordance with the training plan or earlier,
3. To approve Rosevale Accountants additional 68 hours worked at £29 + VAT per hour totalling £1,972 (as attached);

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to Policy and Finance:

4. To continue with the appointment of Rosevale Accountants up to 30hrs per week at a cost of £29 + VAT per hour up to 31st December 2023 and £33 + VAT from 1st January 2024, allocated to budget code 6661 P&F Finance Consultancy Fees,
5. To recommend a virement of £21,487 from P&F staff contingency to 6661 P&F Finance Consultancy fees to cover the work of Rosevale Accountants from 1st July to 31st March 2024 plus additional 68 hours worked.

RECOMMENDATION 6:

41/23/24 **TO RECEIVE A REPORT ON THE BRIGHT HR CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Dent and **RESOLVED:**

1. To approve a 5-year Bright HR contract for absence management, annual leave, and HR needs at a monthly fee of £3.00 + VAT per employee;
2. To allocate to budget code 6662 HR Professional Fees;

It was proposed by Councillor Stoyel, seconded by Councillor Dent and resolved to **RECOMMEND** to Policy and Finance:

3. To vire £2,700 from 6652 Staffing Contingency to 6662 HR Professional Fees, to cover the associated cost (HR Support Consultancy, Bright HR software and Rosevale Accountants processing data).