

Hetton Town Council



Minutes of Staff, Employment & Training Committee meeting held on 15 July 2020 at the Hetton Centre

Present:

Councillors J Cunningham, T Dodds, R Heron, M Hopper (Chairman), K Pearson and K Rowham.

In attendance:

G Keedy, Town Clerk (Items 1 and 2 only)

1) Apologies for absence

No apologies for absence had been received.

Committee resolve to recommend that the absence of Cllr R Coulson be recorded as unapproved.

2) Declarations of Interest

There were no declarations of interest received.

Town Clerk left the meeting at this stage. Cllr M Hopper undertook to take notes to form the basis of minutes.

3) Contractual hours and reporting arrangements

Committee considered the previously circulated confidential report. Committee resolved to recommend that:

The Town Clerk be paid for additional hours worked in Q1, 20-21 in line with the decision of Full Council on 20 January 2020. This amounted to £1060.15 (plus on-costs TBC);

Additional hours worked by Town Clerk in Q4, 19-20 be considered at a future meeting of Finance Committee;

Payments for any future additional hours worked by Town Clerk be considered by Full Council on a meeting by meeting basis;

and,

The process suggested for authorising Town Clerk monthly hours and leave requests be adopted.

4) Carry-over of annual leave from 19/20

Committee considered the previously circulated confidential report.

Committee resolved to recommend that annual leave amounting to the equivalent of 5 days be carried over to 20-21 in line with contractual requirements.

Signed:

Date: