

INGLEBY BARWICK TOWN COUNCIL
MINUTES OF THE PERSONNEL COMMITTEE HELD AT
5.30PM ON TUESDAY 3RD NOVEMBER 2020 VIA ZOOM

Present: Councillors SA Watson (Chairman) M Patterson, J Rutland and R Turnbull.

In Attendance: J. McGeeney - Town Clerk.

1. **Apologies for Absence:** None
2. **Declarations of Interest:** None.
3. **Exclusion of the press and public during consideration of the following item(s) of business**
– Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
4. **Town Clerk – Changes to Job Description and Contract:** Details of the Town Clerks existing Job Description and Contract were submitted for the Committees information. There were minor changes to be incorporated within the Contract. It was requested SHR International, the Town Councils HR Consultancy Company, be requested to review its contents to ensure it was in line with JNC Terms and Conditions.

In respect of the Job Description it was felt that a lot of the duties outlined could be incorporated together and detailed under the general subheadings of:-

- Key Tasks
- Governance
- Finance
- The Rings Community Hub

Councillor Patterson would combine the duties as detailed and the Town Clerk would detail the new responsibilities for the Rings Community Hub. The updated Job Description would be circulated to Committee members prior to the next meeting on 9th November 2020.

Meeting ended at 6.20pm