

**THETFORD TOWN COUNCIL**

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,  
ON TUESDAY 8<sup>th</sup> JANUARY 2019, STARTING AT 4:00 P.M.

Present:

The Mayor, Councillor R F W Brame

Councillors

S J Armes  
B J Canham  
J Hollis

M P Brindle  
C Harvey  
J Newton

Officer present:  
Tina Cunnell

Town Clerk

**MINUTES**

558/18 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**  
None.

559/18 **APOLOGIES FOR ABSENCE**  
Apologies were received from Councillors M S Robinson and M Taylor.

560/18 **MINUTES**  
**RESOLVED: The minutes of the Committee's meeting held on 6<sup>th</sup> November 2018, received by Council on 27<sup>th</sup> November 2018 be confirmed as a true record and signed/initialled by the Committee Chairman.**

561/18 **TRAINING & STAFF UPDATE**  
The Town Clerk presented the following training information and informed the committee that after the managing difficult conversations training this week all attendees will be issued a feedback form to fill in and their individual training folders updated as per the new policy and documents.  
The clerk requested that councillors still highlight the training they would like to attend later in the year so that these can be provisionally booked as there is going to be an increase in demand for courses following the elections from all councils.

Cllr Hollis requested to be added to the Rights of Way course and the Managing difficult conversations course.  
Cllrs Harvey and Canham requested Open Spaces training.

**TRAINING ATTENDED 2018/19**

Date of Course	Course	Attendees
13 <sup>th</sup> April 18	Assertiveness Training	K Leeder
3 <sup>rd</sup> May	Finance Training including annual return, transparency internal control and VAT	R Carter C Ashmore
15 <sup>th</sup> May	Cemetery Management	K Leeder N Thompson, C Harvey, B Canham, J Hollis
Distance	ILCA	J James. J Cunnell
19 <sup>th</sup> September	Effective report writing	M Robinson Course cancelled
20 <sup>th</sup> September	Grants and Funding	J James J Newton B Canham
28 <sup>th</sup> November	Play park Inspectors	C Hensley R Stebbing
28 <sup>th</sup> /29 <sup>th</sup> November	GIS Mapping	T Cunnell, R Barnett
2 December	Managing commons	R Barnett
10 <sup>th</sup> January 2019	Managing difficult Conversations	All staff and J Newton , B Canham, S Armes C Harvey
15 <sup>th</sup> Jan	Preparing for the elections	T Cunnell J Hollis
29 <sup>th</sup> January	Internal Auditors	T Cunnell, R Carter
28 <sup>th</sup> February	End of Year Training	T Cunnell, R Carter, J James
6 th March	Rights of Way and Commons	R. Barnett, D Crawford, J Newton, B Canham , C Harvey, F Robinson.
13 <sup>th</sup> May	New Cllr Trg	
20 <sup>th</sup> May	New Cllr Trg	
Training requests	Grants and	M Brindle, D

	funding	Crawford
	Management of open spaces	M Brindle
	Management of buildings including letting	M Brindle
	Public speaking	C Harvey D Crawford B Canham
	Food Hygiene	B Canham, J Hollis

#### STAFF UPDATE

The lease for Telford Way has been extended until the end of March 2019 in order to allow us to clear the area, and the Works Team are currently in the process of doing this. Any surplus/unused assets will be put up for sale in accordance with Financial Regulations.

The Majority of staff have moved from Kings House to the Carnegie, and the work to bring the Mayors Parlour office online will start in the next couple of weeks. Work is also be carried out to bring the rooms up to standard for return and this should be completed by the end of the month.

The Clerk has been offered assistance from other councils reference SAGE and how we can produce more from it but this does require the finance committee to agree what reports they want and in what format before meetings and training can be arranged.

562/18

#### OBJECTIVES

The Clerk reported that all Personnel objectives are on course to be completed by year end and requested that the committee discuss objectives for 2019/20 so these can be formalised in the February meeting.

A discussion followed and the following points raised.

- Objectives need to be less vague containing more detail of what projects or schemes would entail, and not to include work that is normal business such as monitoring.
- An objective suggested was the development of a green policy as the council does not have one, and this is an area where the council could improve greatly. It was discussed that although each committee would have a role in this the objective the overall management should belong to Full Council.
- It was agreed that the Council should go for the LCAS gold

Standard as this would raise the profile of the Council positively and is also considered favourably in funding bids.

- It was agreed that there was a need to look into Occupational Health particularly in the areas of Mental Health and Stress for both Staff and Councillors. The Clerk is to do some research to bring back to committee next month so an informed objective can be set.

563/18 ITEMS OF URGENT BUSINESS

At the discretion of the Town Clerk to table urgent business for discussion or information only. Any item is to be of an urgent operational matter.

564/18 EXCLUSION OF PRESS AND PUBLIC

To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

565/18 STAFF MATTERS

The New Venues and Hospitality Manager member of staff has started work.

The disciplinary decision was a first Written Warning.

Chairman.

DRAFT

DRAFT