

THETFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD
IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD, ON
TUESDAY 2 SEPTEMBER 2014, STARTING AT 5.00 P.M.

Present:

Councillors

Mrs S J Armes	Miss C A Fulford
Mrs B J Canham	D W R Sully
M Brindle	D G Mortimer
Mrs P A Spencer	T J Jermy
D M Crawford	T J Lamb

Officer in attendance:
Maurice Howard Town Clerk

Minutes

449/14 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None

450/14 APOLOGIES FOR ABSENCE
None were received.

451/14 MINUTES
Councillor Miss C Fulford disputed the accuracy of Minute 278c/14 stating that certain elements of the discussion had been missed. Members present felt that the tone of the e-mail was sufficient and that their accuracy had been voted on separately and agreed in the July Full Council. Councillor Fulford stated that whilst this was the case the fact remained that elements had been missed from the minutes and therefore she still wished for a vote to be taken on the sequence of events. The Chairman agreed to record the councillors objection to the content (i.e. the sequence of events with regard to the grievance presented) this vote was not to question the accuracy of the minutes as there was no dispute over their accuracy as these had been agreed at Full Council. The Chairman took a vote to agree that the Councillors objection be noted. Votes For: 7, Votes Against 0, Abstentions 2.
RESOLVED: That the minutes of the Committee's meeting held on the 1st July 2014 received by the Council on the 29th July 2014 be confirmed as a true record and that they be signed/initialled by the Chairman.

452/14 REVIEW OF FOLLOW UP ACTIONS

- Book CiLCA Course for TC & Dep – Ongoing awaiting availability.
- The Training element of the Child Protection Policy (now to be called the Safeguarding Policy) will be addressed at the 11 Sep 14 meeting of the H&S Committee.
- The Fire Alarm was tested on 21 Aug 14 and was fully working other than two smoke detectors which were awaiting replacement. The Town Clerk would chase the certificate.

- The quote for testing of the Fire Appliances within CBC had been accepted but it appeared that the testing had not been carried out. The Town Clerk would investigate.
- The CBC Outstanding Work List had been updated the Town Clerk had been passed a copy and Councillor Jermy had been through this list with the new Centre Manager.
 - The Minutes of the last Health and Safety Meeting (5 Jun 14) had been attached to the July Personnel Minutes and had been passed through Full Council.
 - Trailer Training courses for 2 members of staff had been booked and they were awaiting confirmation of the dates of the course as this depended on when the driving tests could be booked.
 - The Academy Principal had been updated on the Town Councils Social Media Policy.
 - The CBC coordinator had been interviewed. However, the individual has since left the employment of the Council.

453/14

HEALTH & SAFETY

Councillor Mrs B J Canham updated the Committee on the results of the Health and Safety Audits carried out on the 3rd July 2014 as part of the Annual Inspection Programme. The report is presented at Appendix 1.

Once the full reports were received from the Chairman/H&S Advisor the Town Clerk would send these out to tenants with the normal covering letter.

The Works Foreman was to conduct follow up actions as agreed within Appendix 1.

Councillor T J Jermy asked the Town Clerk if he had been made aware of the fire that had taken place in the CBC. Comments were made by other committee members that this was not a fire but that smoke damage had occurred to a microwave and the fire alarms had been set off. Councillor Jermy asked the Town Clerk to ensure that all staff were trained in the operation of the alarm panel as it was evident in this case that the individual on duty was unsure of the procedure for silencing the alarm.

It was further proposed by Councillor Mrs S J Armes and seconded by Councillor D Sully that the microwave involved by disposed of as it posed a health and safety risk

RESOLVED: The microwave at the CBC reception kitchen be disposed of with immediate effect.

454/14

COMPLIMENTS, COMMENTS AND COMPLAINTS

The Town Clerk reported on compliments that had been received since the last meeting. Mr David Napier had extended his thanks for assistance that the Works Team had provided on the Far East Prisoner of War (FEPOW) memorial tree at Nuns Bridges in the removal of a dangerous/split limb. In turn the Town Clerk had passed on his thanks to Mr Higgins from the Shadwell Estate who had provided further assistance in carrying out remedial work to the tree.

Councillor Mrs S J Armes in her role as Mayor commented on the favourable comments about King's House Gardens made by the Sheriff of Norwich during a recent visit to Thetford.

The Town Clerk would pass on thanks as appropriate.

455/14

TRAINING REQUESTS

The Town Clerk reported that he had been in negotiations with the Breckland Council training team to develop an Elected Member Training Scheme in preparation for the elections and therefore new council members in 2015. He had chosen specific elements of the training that Breckland currently offer on an annual basis in order to provide an initial induction programme. The programme would not only be for new members but would include a Training Needs Analysis visit in order to identify both areas of weakness or other areas that members may require specific to their responsibilities on a particular committee. Councillor T J Jermy commented on the costs and expressed concerns that we were buying into a package that may not all be required. The Town Clerk clarified that the training and therefore the costs quoted can be adapted as we wish and that this requirement would be identified during the Training Needs Analysis. Councillor M Brindle commented that he would prefer the initial 1 day induction to be specific to Thetford and expected this to be carried out in-house. The Town Clerk explained that although the trainers would be from Breckland as they hold appropriate teaching qualifications, part of the cost included liaising with the Town Clerk to provide the training that was specific to Thetford and would include the dynamics of our individual committees. The Town Clerk would therefore be able to input as required and we would be able to direct the training as desired as the trainers were entirely flexible. It was pointed out that this money would need to be set aside over and above the normal training budget for 2015/16.

It was proposed by Councillor Mrs S J Armes and seconded by Councillor D Crawford that this training package be accepted up to a total potential cost of £3,500 but that this be reduced accordingly should the entire package not be required. A vote was taken on this recommendation. For: 6 Votes, Against: 1 Vote, Abstentions: 2

RECOMMENDATION: This initial training and induction package for Elected Members be accepted up to a total potential cost of £3,500, but that this be reduced accordingly should the entire package not be required. This money being accounted for under the provision of the 2015/16 budget.

456/14

CARNEGIE BAR STAFF RECRUITMENT PROCESS

The Town Clerk made reference to Minute 295/14 (G&M Committee) and the recommendation regarding the requirement to devise an application process that enables bar staff to be recruited as and when required. It was pointed out that this had not been taken forward as, at the Charles Burrell Meeting that directly followed this decision, it had been agreed to recruit additional Sessional Caretakers. Their Job Description would include the potential for them to be utilised at all Town Council hire facilities and additionally for them to be offered the opportunity of Bar Work (at a lower rate of pay). However, since this decision it had been made apparent that these additional Sessional Workers were more likely to be covering caretaker responsibilities on the night of a function and therefore there would still be the requirement for bar staff. It was proposed by Councillor T J Jermy and seconded by Councillor Mrs P Spencer that the Town Clerk in conjunction with one other senior member of staff or Centre Manager be given authority to hire sessional bar staff as required. A vote was taken For: 9 votes, Against: 0 votes, Abstentions: 1.

RECOMMENDATION: the Town Clerk in conjunction with one other senior member of staff or Centre Manager be given authority to hire sessional bar staff as required.

457/14

EXCLUSION OF PRESS AND PUBLIC

To give consideration to resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the 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.

460/14

ITEMS OF URGENT BUSINESS

There were no items of urgent business

461/14

PRESS RELEASES

There were no press releases presented.

Chairman

Appendix 1: Health and Safety Committee Annual Inspection Report

ACTION POINT	BY WHOM	BY WHEN
Book CiLCA course for Town Clerk and Deputy.	Town Clerk	As available
Training element of Child Protection Policy to be taken to H&S Committee	Cllr Canham	Next H&S Meeting?
Ensure fire compliance certificate for CBC Fire Alarm has been received. Ensure Fire Appliances have been certified.	Town Clerk	ASAP
On receipt of annual health and safety reports send to tenants	Town Clerk	On receipt
Follow-up actions on H&S reports to be chased by Works Foreman (spreadsheet to be created and updated as necessary)	Works Foreman	On receipt
Ensure all CBC staff are aware of fire alarm panel operation	Town Clerk	ASAP
Microwave to be disposed of	CBC Manager	5 Sep 14
Compliments and comments to be passed on as appropriate	Town Clerk	30 Sep 14
Agree councillor training package with Breckland in conjunction with the proposed training needs analysis	Town Clerk	31 Oct 14
BELOW LINE POINTS		
Liaise with Guildhall and Markets Chairman to rename positions at Guildhall/Carnegie complex	Town Clerk	30 Sep 14
Confirm induction programme for CBC Manager	Town Clerk	3 Sep 14

Ensure staff understanding of requirement for rosters (gravity to be relayed)	Town Clerk	30 Sep 14
Inform Acting CBC Manager of decision over additional paid hours requested	Town Clerk	ASAP
Inform Deputy Town Clerk of decision over additional paid hours requested	Town Clerk	ASAP
Agenda Item to be requested of Staniforth Clerk over potential conflict of interest	Town Clerk	15 Sep 14

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