

THETFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,
ON TUESDAY 4th October 2016, STARTING AT 4.30 P.M.

Present:
Councillors

R F W Brame (Chairman)
Mrs B J Canham
M S Robinson (Vice Chairman)
Mrs J Hollis
C Harvey

M P Brindle
M Taylor
J Newton
D M Crawford
T Jermy

Officer in attendance:
Tina Cunnell Town Clerk

Minutes

- 284/16 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
To receive any additional interest not already registered.
- 285/16 APOLOGIES FOR ABSENCE
Apologies were received from Councillors J Moorman, Mrs J Hollis and Mrs S Armes.
- 286/15 MINUTES
Resolved the minutes of the Committee's meeting held on 18th August 2016, as received by Council on 27th September 2016. to be a true record and signed/initialled by the Committee Chairman.
- 287/16 BUDGET REVIEW
Several areas were discussed in relation to the budget such as:
- A separate budget line for Councillor training
 - Appropriate types of training
 - Use of HR consultant instead of Solicitor for employment issues and any effect this would have on insurance policy.
 - Recruitment cost
- It was decided that the clerk was to seek further information on the costs of training and the potential savings in using an HR consultant.
- 288/16 REPORTS FROM SUB-COMMITTEES
- Staff review:** Information was presented from a sub-committee meeting. The following items were discussed and proposed:
- Disestablishment of the PPP&CO post
 - Venues Manager post to become VEM Officer with a raise of 1 pay spine to reflect additional responsibility of role.
 - Deputy Venues Manager to become Deputy VEM Officer with a raise of 1 pay spine to reflect additional responsibility of role.
 - Due to the working hours of the C&G complex exceeding the total number of hours worked by C&G staff and the increased need for on-site maintenance that the vacant works team post be re-roled as a VEM maintenance/events post.

- Finance Assistance has now taken on pay role and invoicing as well as Allotments Committee Officer therefore should receive a raise of 1 pay spine to reflect additional responsibility of role.
- Civic and Cemetery secretary Office should be completely split from receptionist duties and therefore a full time receptionist be employed with Civic secretary having line manager responsibilities.
- Following H&S audit findings and the need to allocate responsibility for weekly monitoring of specific areas that works team should have personnel assigned to cemetery and Allotments with a raise of 1 pay spine to reflect additional responsibility of role.
- The ALP Officers job had changed following the H&S audit with a much higher level of responsibility being delegated. Therefore pay to be raised by a band also resolving the disparagement of scales between line manager and team.

Cllr Brindle proposed and Cllr Crawford seconded that the staff review be accepted and recommended to full council.

RECOMMENDATION: The staff review proposed by the Personnel Committee be accepted by Full Council.

The issue of the works team being used for driving duties during the normal working day was discussed along with the impact this has on the works schedule. Although it was agreed that he must attend the Mayor at formal robe functions it was thought that the Civic Committee needed to discuss this issue.

Staff and Development Review

Sub-committee have not met yet so item is ongoing.

H&S investigation.

Cllr Robinson read the Clerks report including the following recommendations.

- Staff and councillors must attend annual H&S training that is recorded in the correct manner.
- Individuals with distinct H&S responsibilities should be given further appropriate training.
- All committees should be given H&S roles and responsibilities that clearly define what is expected of staff and councillors in relation to the work of that committee.
- Monitoring systems must be implemented with a H&S hierarchy of responsibility and monitoring across the council .
- Review of all H&S liabilities for all open spaces and buildings.
- Review leases and clarify our responsibilities as a landlord.

All of these recommendations have already been addressed by the ALP Officer and no further recommendations were made

289/16

APPOINTMENT OF DEPUTY TOWN CLERK

Item was discussed and Cllr R Brame Proposed, seconded by Cllr D Crawford That: Acting Deputy Town Clerk Sarah Lewis be appointed Deputy Town Clerk
RESOLVED Acting Deputy Town Clerk Sarah Lewis be appointed Deputy Town Clerk.

290/16

STAFF LEVELS AND APPOINTMENTS

Town Clerk reported:

- One works team post vacant
- PPP&CO post still gapped
- Cemetery Cottage now vacated
- Office apprentice has completed successfully 7 of this year's current apprenticeship scheme modules
- Town Clerk and Deputy Town Clerk have completed first 3 learning outcomes of Cilca Course.

291/16

APPRAISAL

The process of appraisals for the Town Clerk was discussed, with agreement that it should be a sub-committee and not an individual that carries out the process. Cllr B Canham proposed, seconded by Cllr M Brindle that:

- Mayor, Chair of Personnel and Chair of Finance to form the appraisal committee
- Objectives to be set by Full Council
-

RESOLVED :The Mayor, Chair of Personnel and Chair of finance committ should form the appraisal committee, and that objective be decided by Full Council.

292/16

PENSION POLICY

Following a brief discussion it was agreed that the pension adjudicator should be the Chair of Finance Committee.

293/16

MEMBER/OFFICER PROTOCOL

This item was discussed including the following topics:

- Need for a clear process
- Tasking of staff should be through Chair of relevant committee in the first instance, then through committee officers to ALP Officer and Town Clerk.
- Issues caused by councillors tasking staff directly
- Need for works schedule to be a available
- Consideration of ALP Officers flowchart to request works teams time

The committee agreed to work with the ALP Officers flowchart as a system for requesting jobs to be carried out by works and VEM staff.

294/16

HEALTH & SAFETY

Cllr Canham briefed that all the recommendations of the H&S investigation had been put into action and that she wanted to thank Roz Barnett the ALP Officer for all her hard work.

295/16

COMPLIMENTS, COMMENTS AND COMPLAINTS

A letter of thanks from the Mayor of Stowmarket thanking the Town Council staff for all their efforts at the civic events..

296/16

TRAINING REQUESTS

None received

297/16

ITEMS OF URGENT BUSINESS

None

298/16

PRESS RELEASES

None.

Chairman