

THETFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,
ON TUESDAY 4th APRIL 2017, STARTING AT 4.30 P.M.

Present:
Councillors

R F W Brame (Chairman)
Mrs B J Canham
J Newton
D M Crawford
C Harvey

M P Brindle
Mrs F Robinson
Mrs S Armes
M Taylor
M Robinson

Officer in attendance:
Tina Cunnell Town Clerk

Minutes

- 818/16 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None received
- 819/16 APOLOGIES FOR ABSENCE
Mrs J Hollis
- 820/16 MINUTES
Confirmed the minutes of the Committee's meeting held on 7th February 2017, as received by Council on 28th February 2017 as a true record and signed/initialled by the Committee Chairman.
- 821/16 BUDGET REVIEW
Budget noted, no additional comments
- 822/16 CORPORATE PLAN
The following items were discussed:
- Addition of more in depth Health & Safety information
 - Size of document
 - Expanding the committees objectives
 - Information still required
- The following was agreed:
- to expand the Health and Safety structure to include" Thetford Town council is corporately responsible for its staff and the public.
 - Personnel's training object to include a list of some suitable training
- 823/16 HEALTH & SAFETY
Clerk reported no current issues, and reminded councillors that all Health & Safety reports needed for Mayor making speeches were due in the next few days
A question was raised about the lone alert system, this is being dealt with by the ALP officer and the clerk will get her to respond accordingly.

824/16

TERMS OF REFERENCE

The following topics were discussed:

- Concerns about restricting the number of councillors on a committee
- Appropriate review periods for committee structure
- Chairman's responsibility for monitoring clerks progress with objectives
- Should the role of the clerk be expanded
- Being proactive in keeping updated in HR changes

The following actions were agreed

- Review for committee structure to be mid term
- Insert "Chairman to ensure that the committee fulfils its objectives and aims in accordance with the committees terms of reference"
- Insert "clerk to fulfil a wider role in managing delegated work to the sub-committees.

825/16

APPOINTMENT OF HR CONSULTANT

Clerk reported that in Finance & Full council it was agreed for money to be made available for the HR consultant to carry out some contract and policy work, however as the decision had been taken elsewhere to not retain the use of our previous solicitor was there a need for a retained HR consultant.

The following was discussed:

- Potential current issues
- Risk to council of not having expert advice readily available
- Not receiving timely legislative HR updates
- Cost

It was agreed that the clerk approach our current consultant and request monthly cost that due to timing could be considered below the line at full council in April.

826/16

COMPLIMENTS, COMMENTS AND COMPLAINTS

A letter has been received but this will be dealt with by the appropriate committee in the first instance.

827/16

TRAINING REQUESTS

The following requests were made:

- Understanding Council finances: Cllr Newton
- Charing meetings: Cllr Newton, Cllr Brame
- Town Clerk and Deputy Town Clerk be given set times to work on CiLCA.

All requests were agree and Town Clerk and Deputy Town Clerk to finish work at noon on Fridays to complete CiLCA work.

828/16

ITEMS OF URGENT BUSINESS

None

829/16

PRESS RELEASES

None

Chairman.

