

## THETFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,  
ON TUESDAY 13<sup>th</sup> APRIL 2017, STARTING AT 11.30 P.M.

Present:  
Councillors

R F W Brame (Chairman)  
Mrs B J Canham  
Mrs S Armes  
D M Crawford

M P Brindle  
J Newton  
C Burnett  
C Harvey

Officer in attendance:  
Tina Cunnell Town Clerk

### Minutes

Cllr M Brindle was voted to chair the meeting until the arrival of Cllr R Brame.

886/16 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
None received.

887/16 APOLOGIES FOR ABSENCE  
Cllr J Hollis.

888/16 MINUTES  
Resolved the minutes of the Committee's meeting held on 4<sup>th</sup> April 2017, to be received by Council on 25<sup>th</sup> April 2017 as a true record and signed/initialled by the Committee Chairman.

Cllr R Brame arrived at this point.

889/16 HUMAN RESOURCES CONSULTANT  
A discussion was held over the need for an HR consultant and what level of cover would be suitable and included the following points.

- Need for council to be up to date with latest legislation
- Inability to assess staff competency without correct training, job descriptions and appraisal procedures in place.
- Contracts need to be updated due to pay rises and changes in job description
- Need to be advised of best practice
- Reassurance for staff and councillors that council is fully compliant
- Start at silver and progress to gold schemes
- Council will increase in size so it needs to have robust systems in place.
- This will be treated separately to the current work being carried out on policies and contracts.

Cllr Crawford proposed and Cllr Armes seconded:

**RESOLVED: That the council should employ the HR consultation on the gold scheme at a cost of £159.99 plus V.A.T. per month.**

890/16 ITEMS OF URGENT BUSINESS  
None received.

891/16 PRESS RELEASES  
None required.

Chairman.