

THETFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,
ON TUESDAY 6th FEBRUARY 2018, STARTING AT 4:00 P.M.

Present:

Councillors

S J Armes
M P Brindle
C Harvey
T J Jermy

R F W Brame (Chairman)
B J Canham
J Hollis
J Newton

Officer present:
Tina Cunnell

Town Clerk

MINUTES

716/17

DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None Received

717/17

APOLOGIES FOR ABSENCE

None Received

718/17

MINUTES

Confirm the minutes of the Committee's meeting held on 7th November 2017, received by Council on 28th November 2017 are a true record and signed/initialled by the Committee Chairman.

719/17

COMMITTEE OBJECTIVES

Consideration was given to objectives that would continue to improve processes this included.

- The need to improve councillor induction, and to send out training and induction materials to all candidates and to give the opportunity for them to discuss being a councillor with the town clerk.
- Training such as public speaking should be sourced.
- Potential obstacles to achieving LCAS quality status
- Whether data protection should be an objective, but as no clear framework is apparent this objective can be added at a later date if necessary.
- iLCA courses for councillors

Four main themes for objectives emerged these being:

1. Induction packs updated ready for May 2019
2. LCAS quality status to be achieved
3. Prepare personal training plans for staff and councillors (including cross training of posts).
4. A new filing system to be put in place in operation hub and admin hub.

Cllr Brame proposed and Cllr Kybird seconded that the objectives above

should be adopted for the next Mayoral year.

RESOLVED the objectives for the next Mayoral year will be;

- 1. Induction packs updated ready for May 2019**
- 2. LCAS quality status to be achieved**
- 3. Prepare personal training plans for staff and councillors (including cross training of posts).**
- 4. A new filing system to be put in place in operation hub and admin hub.**

720/17

DATA PROTECTION

There is still a large amount of confusion and misinformation being promulgated. SLCC are working directly with the government and have advised that there will be no hard line on enforcement with May and that councils are advised to wait until clarification has been received. The Clerk is attending a seminar in March where a legal brief will be given on the matter.

721/17

TRAINING & STAFF UPDATE

The Clerk updated about attendees on a managing allotment course and Cllr Harvey requested to enrol on his iLCA course. The need for cross training for staff and committee centric training for councillors was discussed including HR/Employment Law training for Personnel Committee Chair and Vice Chair.

Clerk read a progress report for the operational hub with positive change being recorded in the following areas:

- 1. Better communication across the team.** There is a short meeting every Monday where jobs are allocated and the previous weeks allocated jobs are checked
- 2. Better deployment of staff.** At the beginning of the week the team discuss the demands and work schedules of both teams. On larger projects we are now able to deploy staff together. The remodelling of the market place was a really good example of this. Both teams worked together and were able to do the majority of the works in two days.
- 3. Closer supervision of operational staff** as a result of everyone being together. All Staff have access to emails at the Carnegie rooms and ALP Officer sees the staff much more frequently and this allows direct feedback on their work.
- 4. Better monitoring systems are being developed.** As a result of the team being together new checklists have been introduced to monitor the quality of the cleaning of the toilets. Additional systems are being developed to monitor maintenance across the Council.
- 5. One filing system.** The team are working on creating one filing system at the Carnegie rooms so that all the operations managers have access to all key contract and health and safety documents across the council.
- 6. Better use of resources.** There has been more sharing of vehicles with the Carnegie Team and the Town Janitors. The supervision of toilet supplies has Improved.
- 7. Office.** The moving of ALP Officer down to the Carnegie has reduced the traffic of messages as she is more readily available to her staff. More is being written down in terms of events, and projects to ensure that we all remain up to date which has the benefit of making briefing easier and we now have a better trail of actions. Issues are being dealt with more rapidly as there is a central hub so there is just one call instead of trying to chase individuals.

722/17 LCAS QUALITY COUNCIL
Clerk confirmed that the council had registered for the LCAS Quality award. The senior staff were going to meet reference a plan of action and allocation of duties and in due time NALC would be invited to do a progression check on the progress of the council. Eventually the council need to agree at Full Council that they are ready to be inspected for the award.

723/17 BUDGET
The budget was reviewed and no variances found, the committee will request to carry money for budget lines forward to next year.

724/17 ITEMS OF URGENT BUSINESS
None

725/17 COMMUNITY ENGAGEMENT
None

726/17 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.

727/17 STAFF MATTERS
Clerk reported on the following issues:
1. Performance issues with one member of staff and
2. Apprenticeship being taken over by a different company in Thetford.
3. Review of a job role and pay.
4. Update on cleaner vacancy.

Chairman.