

THETFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,
ON TUESDAY 3rd APRIL 2018, STARTING AT 4:00 P.M.

Present:

Councillors

R F W Brame (Chairman)
B J Canham
T Jermy
M Robinson

M P Brindle
C Harvey
D Crawford

Officer present:
Tina Cunnell

Town Clerk

MINUTES

- 881/17 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
None
- 882/17 **APOLOGIES FOR ABSENCE**
Apologies were received from Councillor S J Armes
- 883/17 **MINUTES**
RESOLVED: The minutes of the Committee's meeting held on 6th February 2018, received by Council on 27th February 2018 are a true record and were signed/initialled by the Committee Chairman.
- 884/17 **TRAINING & STAFF UPDATE**
Staff and councillors are attending a Cemeteries training day on 15th May.
The following items were discussed:
- Personal training plans for staff and councillors
 - Publishing of all training attended
 - Different types of training in addition to subject matters such as public speaking, assertiveness.
 - One year remaining on current H&S online training for staff
- 885/17 **COMPLIMENTS & COMPLAINTS**
Council has received three complimentary letter emails about staff in regards to the Cemetery, play parks and the Easter Bunny Fun Run.
- 886/17 **BUDGET**
Money left in these years' budgets to be transferred to appropriate reserves.
No additional comments.

887/17

ITEMS OF URGENT BUSINESS

The Town Clerk received Data protection advice, checklists and templates from SLCC, Although there is still no definitive decision on a clerk fulfilling the role of Data Protection Officer due to potential conflicts of interest.

The following items were discussed:

- Legal liability
- Councillors having residents details on personal emails etc
- The introduction of council emails for all councillors to ensure integrity of messages and details
- Issue the previous councillors have a large amount of personal data on their personal emails accounts relating to their council work.

888/17

COMMUNITY ENGAGEMENT

None

889/17

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.

890/17

STAFF MATTERS