

THETFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,
ON TUESDAY 5th FEBRUARY 2019, STARTING AT 4:00 P.M.

Present:
The Mayor, Councillor R F W Brame

Councillors

S J Armes
B J Canham
J Hollis

M P Brindle
C Harvey
J Newton

Officer present:
Tina Cunnell

Town Clerk

MINUTES

665/18 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.

666/18 APOLOGIES FOR ABSENCE
Apologies were received from Councillor S J Armes.

667/18 MINUTES
RESOLVED: The minutes of the Committee's meeting held on 8th January 2019, received by Council on 29th January 2019. To be confirmed as a true record and signed/initialled by the Committee Chairman.

668/18 TRAINING & STAFF UPDATE

Date of Course	Course	Attendees
13 th April 18	Assertiveness Training	K Leeder
3 rd May	Finance Training including annual return, transparency internal control and VAT	R Carter C Ashmore
15 th May	Cemetery Management	K Leeder N Thompson, C Harvey, B Canham, J Hollis
Distance	ILCA	J James. J Cunnell
19 th September	Effective report writing	M Robinson Course cancelled
20 th September	Grants and Funding	J James J Newton B Canham
28 th November	Play park Inspectors	C Hensley R Stebbing
28 th /29 th	GIS Mapping	T Cunnell, R Barnett

November		
2 December	Managing commons	R Barnett
10 th January 2019	Managing difficult Conversations	All staff and J Newton , B Canham, S Armes
15 th Jan	Preparing for the elections	T Cunnell J Hollis
29 th January	Internal Auditors	R Carter
26 th February	Making Tax digital	T Cunnell, R Carter, J James
28 th February	End of Year Training	T Cunnell, R Carter, J James
6 th March	Rights of Way and Commons	R. Barnett, D Crawford, B Canham , C Harvey, F Robinson.
13 th May	New Cllr Trg	
20 th May	New Cllr Trg	
Training requests	Grants and funding	M Brindle, D Crawford
	Management of open spaces	M Brindle
	Management of buildings including letting	M Brindle
	Public speaking	C Harvey D Crawford B Canham
	Food Hygiene	B Canham, J Hollis
	Personal Licensee	T Scott J Cunnell

Staff

Sarah Lewis has now left the Council and Ros Barnett has taken over the post of Deputy Town Clerk.

Mental Health and Wellbeing.

Clerk spoke to the HR consultant on the Councils responsibilities in this area and although there is there is no legal requirement to provide this support it is considered best practice.

Resilience workshops and stress management training is available from several providers who have sent details of their courses.

This was discussed by the committee who agreed that there needed to be a professional who people could be sign posted too, but were unsure about the level of training that would be appropriate, and that this would be further investigated as part of next year's objectives.

669/18

OBJECTIVES

Agree the following objectives

- Council to apply for and achieve Gold Quality Council status
- Provide Mental Health and Wellbeing support for councillors and staff
- Initiate the production of a green policy

Concerns were raised about the cost of officer time to the benefit of the council for gaining the Gold Quality Council award, but if award is completed within the year the work completed already does not have to be resubmitted.

Committee wanted the green policy to be renamed as the Environmental Policy and for clerk to initiate the committees looking at their responsibilities within that. Information was then to be collated and presented to Full Council in April.

Committee wanted more information on how the council could look at going paperless with the use of tablets.

670/18

GREEN POLICY

The Clerk reported that the Town Council does not currently have an environmental policy and does not recycle any of its waste. It used to be collected as one and sorted at depot but this is no longer the case and the current providers will no longer collect glass.

The council uses large amounts of paper for instance in January the minutes secretary alone used the following:

8 Committee meetings	670 Sheets
Councillor/officer packs for full council	1518
Public packs for Full Council	504
Total	2690

All these were double sided so photocopier charged for 5380 copies

This item was discussed and the committees are to look at their own areas as to how they can feed into this policy and what improvements can be made.

The committee wanted more information on how the council could look at going paperless with the use of tablets and tasked the clerk to do this.

Cllr Hollis proposed and Cllr Canham seconded:

RECOMMENDATION: That the Personnel Committee initiate the Environmental Policy, and direct other committees to look at their activity and report back so that this can be considered by Full Council in April.

670/18

ITEMS OF URGENT BUSINESS

None.

671/18

COMMITTEE OFFICERS UPDATE

None

672/18

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.

673/18

STAFF MATTERS

Chairman,

DRAFT