THETFORD TOWN COUNCIL

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

Present:
The Mayor, Councillor R F W Brame

Councillors

S J Armes	B J Canham
D M Crawford	C Harvey
J Hollis	T J Jermy

Officer present:
Tina Cunnell

Town Clerk

MINUTES

760/18   <u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u>
None.

761/18   <u>APOLOGIES FOR ABSENCE</u>
M. Brindle ,M Robinson

762/18   <u>MINUTES</u>
RESOLVED: The minutes of the Committee's meeting held on 5th February 2019, received by Council on 26th February 2019 as a true record and signed/initialled by the Committee Chairman.

763/18   <u>TRAINING & STAFF UPDATE</u>
Charly Ashmore has successfully completed her Level 2 diploma in Business management.
SAGE Business Consultant has been in to look at how to refresh and improve our reporting and will be working with the staff to produce a new report template in time for this month's Finance Meeting. He will also be available to assist with year-end if necessary.

Date of Course	Course	Attendees
13th April 18	Assertiveness Training	K Leeder
3rd May	Finance Training Including annual return, transparency internal control and VAT	R Carter C Ashmore
15th May	Cemetery	K Leeder N Thompson, C

	Management	Harvey, B Canham, J Hollis
Distance	ILCA	J James. J Cunnell
19th September	Effective report writing	M Robinson Course cancelled
20th September	Grants and Funding	J James J Newton B Canham
28th November	Play park Inspectors	C Hensley R Stebbing
28th/29th November	GIS Mapping	T Cunnell, R Barnett
2 December	Managing commons	R Barnett
10th January 2019	Managing difficult Conversations	All staff and J Newton , B Canham, S Armes C Harvey
15th Jan	Preparing for the elections	T Cunnell J Hollis
29th January	Internal Auditors	R Carter
26th February	Making Tax digital	T Cunnell, R Carter, J James
28th 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 , F Robinson.
18th March	Internal Auditors	T Cunnell, J James, C Ashmore
13th May	New Cllr Trg	
20th 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

764/18   <u>TO REVIEW THE BUDGET AND AGREE ANY CARRY FORWARDS</u>
The budget was discussed, and also the amalgamation of nominal codes to simplify the reports, and decided to carry forward the money in Staff/Welfare/Training (7004) and Councillor Training (7009) due to the likely increase in training that will be required for new councillors.
Cllr D Crawford proposed and Cllr C Harvey seconded:
RESOLVED: To carry forward the money in Staff/Welfare/Training (7004) and Councillor Training (7009) to next year's budget due to the likely increase in training that will be required for new councillors.

765/18   <u>ENVIRONMENTAL POLICY STRATEGY</u>
Clerk presented report at Appendix A
The committee discussed the following items.
Plastic free community:
- What committees could do to achieve this
- How the council could approach for the business plastic free community project

Paperless meetings
- Introduction of tablets at meetings and it being an opt-in project for councillors.
- Providing councillors training on using tablets at meetings and for working on shared documents.
- Setting a percentage target for paper reduction and councillor opt in to paperless meetings.
- Going paperless will be a phased project with the end goal being a work flow system in place such as BDC or NCC use.

Cllr Armes proposed and Cllr Canham seconded:
RECOMMENDATION: Full Council adopt Plastic Free Community and Paperless Meetings with both these projects as part of the Environmental Strategy.

766/18   <u>COMMITTEE OFFICERS UPDATE</u>
None

767/18   <u>COMMUNITY ENGAGEMENT</u>
None

768/18   <u>EXCLUSION OF PRESS AND PUBLIC</u>
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.

Chairman.

APPENDIX A -STRATEGIES FOR DELIVERY OF ENVIRONMENTAL POLICY

RELEVANT EXCERPTS FROM OUR ENVIRONMENTAL HEALTH AND SAFETY POLICY STATEMENT

- o *minimise waste and increase recycling within the framework of our waste management procedures*
- o *prevent pollution to land, air and water*
- o *raise awareness, encourage participation and train employees in environmental, health and safety matters*
- o *reduce the use of water, energy and any other natural resources*
- o *seek opportunities to continuously improve our ability to identify measure and control the environmental, health and safety impacts of our activities*

Reduction of one use plastic and recycling.

There is a national campaign called Plastic Free Communities which came out of the original project called Surfers against sewerage. However it's not just about coastal areas as there is projects across the country both urban and rural (but only 1 in Norfolk)

https://www.sas.org.uk/plastic-free-communities/

This project seeks to reduce the use of single use plastic and to educate people about reduction of waste and recycling. (Plastic free does not mean complete elimination of plastic.)

Councils play a crucial role in this by being the lead in the community and how the council achieves this is to:
- agree a motion to work towards being a plastic free community
- pledges to lead by example and remove single use plastic items from their premises
- encourages plastic free initiatives and supports events
- has representation on the local steering group.
- Encourage schools to get involved
- Work with businesses to become champions.

As a council we already have litter picks around the town and a community that has strong feelings on the topic of waste. We have good community relationships and so finding champions including willing councillors on their wards should be achievable.

Single use for the council could be no plastic cutlery, reviewing our waste/recycling contracts (including compostable sites), using refill beer cups that are now very popular at festivals.

Working with schools they could be involved with the community arts project for BFER and business could be approached through the business forum with business champions being recognised as part of the national campaign and receiving a plaque.

Or we could be part of Mass unwraps and encouraging business (such as cafes) to allow people to refill their water bottles for free.

Should the council decide to become part of the initiative they would receive a community toolkit and support from the project and would be known as a plastic free council once we have achieved the status.

This is an initiative that can help the council to achieve its aims and demonstrate that it is proactive in its attitude.

https://www.sas.org.uk/advice-plastic-free-councils/

Go paperless (almost)

Realistic goals need to be set for % reduction over a number of years, and this also means that paper is still an option for those councillors who may not be ready to get rid of it all at once and allow time for the integration of the technology.

Councils around the country who have gone paperless have embraced Modern.gov and notebook, as have BDC.

https://www.moderngov.co.uk/

meeting management system is designed for all organisations with an obligation to report and explain decisions, coordinate meetings and ensure transparency, while complying with their respective rules of governance.

With Modern.Gov you can track everything from decisions and actions to gifts and hospitality. The dashboards, audit trails, statistical reports and automated processes save time and money.

We also make committee members' lives easier with our paperless meeting App.

https://www.moderngov.co.uk/wp-content/uploads/2018/07/Mod-Gov-Brochure-Revision-V20-Online.pdf