

## THETFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,  
ON TUESDAY 7<sup>th</sup> JUNE 2016, STARTING AT 4.30 P.M.

Present:

Councillors

R F W Brame  
Mrs B J Canham  
J C Moorman  
M S Robinson  
C Harvey  
Mrs F Robinson

M P Brindle  
M Taylor  
Mrs S J Armes  
J Newton  
T Jermy (Mayor)  
Mrs J Hollis

Officer in attendance:  
Tina Cunnell Acting Town Clerk

Minutes

- 51/16 ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2016/17  
The nominations for chairman received were Cllr R Brame and Cllr M Brindle. Cllr R Brame was voted Chairman  
The nominations for Vice Chairman received were Cllr M Brindle and Cllr MS Robinson. Cllr MS Robinson was voted Vice Chairman.  
Cllr MS Robinson thanked Cllr MP Brindle for all his work as Chairman over the last year, particularly over the difficult period of unprecedented senior staff turnover.
- 52/16 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
None.
- 53/16 APOLOGIES FOR ABSENCE  
Cllr D M Crawford.
- 54/16 MINUTES  
Resolved the minutes of the Committee's meeting held on 20<sup>th</sup> May 2016, as received by Council on 31<sup>st</sup> May 2016.
- 55/16 PERSONNEL COMMITTEE PRIORITIES  
Several topics were discussed as priorities by the committee including:
- Appointment of a new Town Clerk, with the Chairman, Vice Chairman and Mayor to carry out the sift, and a presentation to be made by the candidates to Full Council.
  - Staffing concerns, were all staffing positions filled to a satisfactory level
  - Full staff review
  - Training and Development
  - Contracts Review
  - Social enterprise
  - Health & Safety
- Sub –Committees were agreed as follows:

Staff Review Cllr MP Brindle, Cllr JC Moorman, Mrs SJ Armes, Cllr C Harvey and Mrs J Hollis.

Staff Training and development of the Council Cllr MS Robinson, Cllr J Newton, Cllr J C Moorman

56/16

HEALTH & SAFETY HANDBOOK POLICY AND HANDBOOK

The new H&S Policy and Handbook was discussed. Cllr Canham informed the meeting that the PAT testing needs to be done asap.

**RECOMMENDATION: That the policy and handbook be presented to Full Council to accept them as our new Health & Safety Policy and Handbook.**

57/16

ITEMS OF URGENT BUSINESS

None

58/16

PRESS RELEASES

None