

THETFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,
ON TUESDAY 17th January 2017, STARTING AT 4.30 P.M.

Present:
Councillors

R F W Brame (Chairman)
Mrs B J Canham
J Newton
Mrs J Hollis
C Harvey
Ms F Robinson

M P Brindle
M Taylor
Mrs S Armes
D M Crawford
T Jermy

Officer in attendance:
Tina Cunnell Town Clerk

Minutes

- 561/16 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
To receive any additional interest not already registered.
- 562/16 APOLOGIES FOR ABSENCE
Apologies were received from Councillor M Robinson
- 563/15 MINUTES
Resolved the minutes of the Committee's meeting held on 4th October 2016, as received by Council on 25th October 2016, to be a true record and signed/initialled by the Committee Chairman.
- 564/16 BUDGET REVIEW
Several areas were discussed in relation to the budget such as:
- The overspend on recruitment due to two senior staff leaving
 - Overspend in Health & Safety spend as a result of audit earlier in the year
- 565/16 APPRAISAL
- This item had been referred back from Full council and the following was discussed.
- Production of a corporate plan containing town objectives from which objectives would naturally fall.
 - Sub committees to refresh priorities as a starting point and to be used to produce staff objectives.
 - Corporate plan to be an annual document as the objectives need to be reviewed each year.
 - Council set Town Clerk targets from which Town Clerk then facilitates via objectives for staff.
 - Disappointment that there are no schemes of work, job guides, terms of reference and expected performance requirements for staff
 - Agree a timescale for production including agreement of priorities from councillors.
 - Referral to Full Council to produce corporate plan and agree priorities

- Use Dunstable's Corporate plan as template but adapt to Thetford's governance arrangements or look at our governance structure.
- Work to be produced monthly and checked in personnel.

RECOMMENDATION: That Full Council consider the production of a Corporate plan, and decide the Councils priorities in order to set Town Clerks objectives for appraisal by end of February.

566/16

HEALTH & SAFETY

The clerk briefed that quotes for phone app panic alarms including GPS Tracking had been received. There was discussion as to the need and usage of these items including:

- Concerns that we were promoting a fear about lone working
- Identifying staff who lone work
- Identifying situations situation were risk exists
- Legal responsibility and duty as an employer
- Cost per person.
- Possible installation of CCTV on our buildings
- **RESOLVED to proceed with contract for Lone alert at £115.92 per person and Zest vehicle tracking at £221 per vehicle per year.**

567/16

VACANCIES

Town Clerk reported:

- 2 applicants Carnegie post. Town Clerk withdrawing from selection and interview process as a family member has applied.
- 26 Applicants for receptionist post.
- Discussion that Town Council is not a popular choice of employer potentially due to poor public image particularly on social media and negative discussion of staff in public forums.

568/16

COMPLIMENTS, COMMENTS AND COMPLAINTS

- Cllr Armes reported that one of our funeral directors is thrilled with the management of the cemetery.
- Cllr Crawford received a complaint about the unstable gravestones being laid down.
- It was discussed all complaints and complaints need to be forwarded in writing to the town clerk prior to the meeting.
- There has been a complaint about a member of staff but this is going to be discussed at a separate meeting and information reported below the line at the next personnel meeting.

569/16

TRAINING REQUESTS

None received to clerk however she has sourced new councillor training for Cllr Jane James. Chairman training is also available for £75 as well as grants and funding courses on various dates for £25 a session. There was a request to forward any finance training to all councillors.

570/16

STAFF/COUNCILLOR RELATIONS

This item was raised due to incidents of councillors discussing staff at public meetings. It was briefed that any discussion to be had about staff or their jobs are to be directed in the first instance through the Town Clerk or the chairs of personnel. The following was discussed:

- Inability to critique staff
- Chairs to manage meetings in respect of this

- Officers and vice chairs to assist chairman more in meetings.
- Send email to all councillors quoting SO52 and this is also to be pointed out at Full Council for the public.
- Need to be able to challenge performance
- Restoring efficiency measures, method of enabling staff to complete task to required standards.
- No documentation to measure performance against.

571/16 ITEMS OF URGENT BUSINESS
None

572/16 PRESS RELEASES
None.

Chairman