

**THETFORD TOWN COUNCIL**

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,  
ON TUESDAY 4<sup>th</sup> July 2017, STARTING AT 4:00 P.M.

Present:

Councillors

R F W Brame (Chairman)  
Mrs B J Canham  
Mrs S Armes  
D M Crawford  
M Taylor

M Robinson  
J Newton  
J Hollis  
T Jermy

MINUTES

- 169/17     DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
None received
- 170/17     APOLOGIES FOR ABSENCE  
C. Harvey
- 171/17     **MINUTES**  
**RESOLVED: The minutes of the Committee's meeting, held on 6<sup>th</sup> June 2017, received by Council on 27<sup>th</sup> June 2017 as a true record and signed/initialled by the Committee Chairman.**
- 172/17     BUDGET REVIEW  
The Variance is due to the £5k received to pay for the HR Consultant but no payments have been made yet.
- 173/17     EMPLOYEE HANDBOOK  
The Employee Handbook was discussed including the following topics:
- Health & Safety, short summary with links to full policy on website
  - Availability to staff and on website
  - Separate Code of Conduct due to it primarily a councillor document
  - New Code of Conduct contains all new Breckland District Council updates
  - Informal process prior to engagement of HR polices flowchart agreed.
  - Production of handbook was by HR consultant and all the relevant legal references are in place.
- Cllr Crawford proposed and Cllr Newton seconded:  
**RECOMMENDATION: The Employees Handbook and Code of Conduct be Adopted at Full Council.**
- 174/17     EMPLOYEE CONTRACTS  
The employee salaried and zero hour's contracts were discussed, including the following topics:

- Working hours and was there a need to explain the variance of hours, and wording to change to read “pattern of working hours including weekends”
- Staff consultation
- Toil, and the need to reduce its accumulation
- Notice period for senior staff to be extended to 3 months
- Working time directive
- Right to work to be picked up at recruitment stage

#### Actions

- Change notice period for senior staff to 3 months on salaried contract
- Amend wording hours wording to “pattern of work including weekends” on salaried contract

Following these actions Cllr Canham proposed and Cllr Crawford seconded  
**RECOMMENDATION: That Full Council adopt the salaried contract and put out to staff for consultation**

Cllr Canham proposed and Cllr Hollis seconded

**RECOMMENDATION: That Full Council adopt the zero hours contract and put out to staff for consultation.**

175/17

#### TRAINING & STAFF UPDATE

There has been several external courses attended already this year by Staff and Councillors, including councillor induction training, understanding council finances, chairmanship skills, cemetery management, Human Resources, PAT testing and media training. 2 councillors and 2 members of staff are attending the SLCC summer conference this week the topics covered include Tree Management, Building Management, Graveyard Management and risk issues regarding electronic communication and social media. Clerk reported that both Clerk and Deputy Town Clerk have submitted final CiLCA modules for assessment, and expect to receive a in the next few weeks. With this in mind the clerk will circulate the criteria for becoming a quality council.

Cllr Armes requested that a volunteer policy be produced.

176/17

#### COMPLIMENTS, COMMENTS AND COMPLAINTS

2 compliments have been received

- Member of the public from Wrexham for help in finding out information about his father who was a former town mayor.
- Open gardens for help given on open gardens day

177/17

#### ITEMS OF URGENT BUSINESS

None.

178/17

#### PRESS RELEASES

None

Chairman

