

THETFORD TOWN COUNCIL

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,
ON TUESDAY 6th SEPTEMBER 2017, STARTING AT 4:00 P.M.**

Present:

The Mayor, Councillor D M Crawford

Councillors

**R F W Brame (Chairman)
Mrs B J Canham
Mrs S Armes
M Brindle**

**M Robinson
J Newton
J Hollis
C Harvey**

MINUTES

282/17 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None Received

283/17 APOLOGIES FOR ABSENCE

Cllr Mark Taylor

284/17 MINUTES

The minutes of the Committee's meeting held on 4th July 2017, received by Council on 25th July 2017 are confirmed as a true record and signed/initialled by the Committee Chairman.

285/17 BUDGET REVIEW

The committee discussed the following for next years budget:

- Recruitment, training ,**
- HR consultant**
- Staff Welfare**

RESOLVED: The budget remain the same with just the annual percentage uplift applied.

286/17 COMMITTEE OBJECTIVES

PRIORITY 1 –

Promote TTC as a quality town council with quality staff

AIMS/ACTIONS

1	<p>Carry out a complete HR review to ensure all contracts, job descriptions and standard operating instructions are in place for all staff</p> <p>New contracts agreed and issued to staff, new staff handbook and all HR policies review and updated.</p>
2	<p>Create and implement an appraisal system</p> <p>Meetings booked with HR consultant to review and update appraisals system</p>
3	<p>Clerk and Deputy Town Clerk to achieve CILCA qualification</p> <p>Complete</p>
PRIORITY 2	
Source appropriate training for Councillors and staff	
AIMS/ACTIONS	
1	<p>Ensure all statutory training is completed</p> <p>All staff have completed H&S training and first aid training is being arranged</p>
2	<p>Staff to have specific training as part of their objectives</p> <p>Several staff have attended appropriate training</p>
3	<p>Councillors to be advised of all relevant courses for their committee membership</p> <p>All training details received are sent out to councillors and discussed at personnel meetings. Several councillors have attended appropriate training (list below).</p>

Date of Course	Course	Attendees
10 & 17 th May	Councillor induction training	J. James
18 th May	PAT training	R Stebbing, N Thompson, C Higgins, D Brooks P Deal J Cunnell
22 nd May	Understanding your councils finances	B. Canham, M Brindle, D Crawford, J Newton, M Taylor
8 th June	How to chair successful meetings	T Cunnell J James B Canham D Crawford C Harvey J Newton R Brame
16 th June	Cemetery Management	S Lewis S Armes

	Contracts and tenders	R Barnett
28 th June	Media Masterclass	K Leeder
Various	CiLCA Distance plus workshops	T Cunnell S Lewis

287/17 **EMPLOYEE CONTRACTS**

A two week consultation with staff has taken place and three members of staff had interviews with the consultant. The new contracts, handbook, job descriptions and appraisals will be sent to staff by 15th September .

288/17 **TRAINING & STAFF UPDATE**

Town Clerk asked if there were any additional requests for the following 3 courses:

21 September	LCAS awards	T Cunnell S Lewis R Brame J Hollis
8 November	Data Protection Trg	T Cunnell S Lewis J Newton J Hollis R Kybird B Canham D Crawford
19 th October	The Planning Process	J Hollis

289/17 **COMPLIMENTS, COMMENTS AND COMPLAINTS**

None received

290/17 **ITEMS OF URGENT BUSINESS**

The Clerk briefed that she had have several conversations and meetings with councillors who were not happy with staffing and committee structures and therefore will be requesting all Chairman to ask their committee members what they believe their committee should look like in terms of staff and structure and what they think the committees should be achieving in order to be perceived as successful.

291/17 **PRESS RELEASES**

None

Chairman.

