

**THETFORD TOWN COUNCIL**

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,  
ON TUESDAY 3<sup>rd</sup> OCTOBER 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 Taylor

M Robinson  
J Newton  
J Hollis  
C Harvey

MINUTES

- 395/17     DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
None
- 396/17     APOLOGIES FOR ABSENCE  
Cllr T Jermy
- 397/17     MINUTES  
**RESOLVED: The minutes of the Committee's meeting held on 5<sup>th</sup> September 2017, received by Council on 26<sup>th</sup> September 2017, be confirmed as a true record and signed/initialled by the Committee Chairman.**
- 398/17     BUDGET REVIEW  
No new variances, no further comment.
- 399/17     COMMITTEE OBJECTIVES
- Appraisals forms have gone out to Senior staff to complete and staff will be briefed on the new appraisal systems and forms at next staff meeting following full council.
  - All staff have completed statutory H&S training and first aid training has been arranged for the first week of November
  - Several staff have attended appropriate training such as contracts, CiLCA and cemetery management next training is First Aid and Data protection in November.
  - LCAS training was completed in September and Clerk will be approaching NALC to initiate the registration in November
- 400/17     LCAS QUALITY COUNCIL  
On the LCAS award briefing the different levels of achievement were explained and a recommendation made to the council of which level the tutor thought was the most appropriate for this council to register for, which was the Quality Council with an aspiration to achieve the gold standard within 12 months. Following registration the council would be appointed an assessor who would work with the staff to highlight the areas that need improvement and those, which are already compliant, after which a plan can be implemented to achieve the standards required. The information has

previously been sent to all councillors but the clerk will resend prior to full council.

Cllr Mark Robinson proposed and Cllr Roy Brame seconded that the council register for the Quality Standard in November.

**Recommendation: Thetford Town Council register for the Quality Standard award on the LCAS scheme.**

401/17

**TRAINING & STAFF UPDATE**

The Clerk updated the following that another provider for the apprenticeship had been found, and that she hoped our apprentice to be back in work by the new year. The clerk updated that due to the overlap in projects between ALP and VEM both officers would in the future be working out of the Carnegie with it becoming the operational hub of the council.

The committee discussed how they envisaged the structure and operation of the council should look and have put forward the following recommendation to be put to the review.

- Dedicated Cemetery and allotments officer whose job roles also included supporting each other's roles.
- Restructure of VEM including civic and raising manager to a senior post
- Relocation of works yard to Carnegie/cemetery

The clerk updated the following training information:

Date of Course	Course	Attendees
10 & 17 <sup>th</sup> May	Councillor induction training	J. James
18 <sup>th</sup> May	PAT training	R Stebbing, N Thompson, C Higgins, D Brooks P Deal J Cunnell
22 <sup>nd</sup> May	Understanding your councils finances	B. Canham, M Brindle, D Crawford, J Newton, M Taylor
8 <sup>th</sup> June	How to chair successful meetings	T Cunnell J James B Canham D Crawford C Harvey J Newton R Brame
16 <sup>th</sup> June	Cemetery Management	S Lewis S Armes
	Contracts and tenders	R Barnett
28 <sup>th</sup> June	Media Masterclass	K Leeder
Various	CiLCA Distance plus workshops	T Cunnell S Lewis

21 <sup>st</sup> September	LCAS Awards Briefing	Tina Cunnell S Lewis B Canham J Hollis R Brame
1 <sup>st</sup> November	First Aid at Work	All Staff
8 <sup>th</sup> November	Data Protection Training	Tina Cunnell S Lewis B Canham J Hollis R Kybird J Newton 2 spaces available

402/17 COMPLIMENTS, COMMENTS AND COMPLAINTS  
None

403/17 ITEMS OF URGENT BUSINESS  
None

404/17 PRESS RELEASES  
This item to be renamed community engagement to include all media and news of any consultations on all agendas.

405/17 EXCLUSION OF PRESS AND PUBLIC  
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.

406/17 PHYSICAL SECURITY OF KINGS HOUSE BUILDING AND STAFF

The clerk raised concerns about the notable increase in street drinkers and groups outside Kings House in the evenings and the dumping of rubbish from the off licence next door. This is supported by the initial findings of the Data Protection Audit with the physical security of the building being inadequate.

The clerk also reported a rise in the abuse that the staff is having to contend with particularly on social media and that there had been reports of councillors discussing staff at public meetings.

The following items were discussed:

- Physical security
- Security lighting
- CCTV
- Panic button and alarms

The committee will await the full audit report before making decisions, but acknowledge the need for support to be provided.

Chairman.