

THETFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,
ON TUESDAY 7th NOVEMBER 2017, STARTING AT 4:00 P.M.

Present:

Councillors

S J Armes
M P Brindle
C Harvey
T J Jermy

R F W Brame (Chairman)
B J Canham
J Hollis
J Newton

Officer present:
Tina Cunnell

Town Clerk

MINUTES

499/17

DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None.

500/17

APOLOGIES FOR ABSENCE

Apologies were received from Councillors D M Crawford and M S Robinson.

501/17

MINUTES

RESOLVED: The minutes of the Committee's meeting held on 3rd October 2017, received by Council on 31st October 2017 as a true record and signed/initialled by the Committee Chairman.

502/17

COMMITTEE OBJECTIVES

Clerk reported that Senior staff have had their appraisals to complete and the remaining staff will receive theirs in next couple of weeks.

Some job descriptions may need to be rewritten depending on decisions made on staff structure and roles.

503/17

STAFF STRUCTURE AND ROLES

The proposals put forward by committee were:

- Dedicated allotment person
- Dedicated cemetery person
- Small C/A team under DTC
- Admin Support Carnegie to be filled by apprentice
- Current barstaff/cleaner to have role renamed to events staff
- Look at works team being more reactive with WF monitoring contracts and reviewing regular work after other re-roleing has been implemented.

A discussion took place that covered the following subjects

- Need to insert sword and macebearer roles on organisation chart
- Concerns about suitability for roles
- Concerns about CMT

- Discussion on structure
- Concerns all shortfalls would be resolved by tender
- Concerns about increase in staff
- What does a reactive workforce look like
- What works teams tasks are there apart from Allotments & Cemeteries
- Need to evaluate remaining tasks so if more staff hired they have the right skill set.
- Joint line management issues
- Markets officer role within works team
- Personnel being tasked by more than one senior members of staff
- Changes need to be introduced in stages to measure effect on other areas
- Why are works team pulled of allotment and cemetery tasks
- How is priority decision made and by whom.
- Staff consultation

Following discussion it was agreed that this is a long term project and therefore should be completed in stages.

Cllr Armes proposed Cllr Hollis seconded that: after negotiation with appropriate staff a member of staff should work as the cemetery officer full time for a trail period of 6 months with 3 monthly reports from the Cemetery Committee on progress.

RESOLVED: That after negotiation with appropriate staff a member of staff should work as the cemetery officer full time for a trail period of 6 months with 3 monthly reports from the cemetery committee on progress.

504/17

TRAINING & STAFF UPDATE

11 staff completed their 1 day first aid at work course, with 2 more attending their courses in January. Three members of staff are attending their 3 day First Aid Course in January which will then mean all staff are first aid trained. Seven staff and councillors to attend data protection training this week.

505/17

COMPLIMENTS, COMMENTS AND COMPLAINTS

A lady wished to convey her thanks to Thetford Town Council staff who assisted her mother at the Bus Interchange. Her mother grazed her leg while transferring between a coach and taxi, and Chris Hemsley bandaged her leg. She has asked to contact the relevant staff member to thank them, personally, as she and her mother are very grateful for the assistance and first aid provided, on that day.

506/17

ITEMS OF URGENT BUSINESS

None.

507/17

COMMUNITY ENGAGEMENT

None

Chairman.