

**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> SEPTEMBER 2018, STARTING AT 6:00 P.M.

Present:  
The Mayor, Councillor R F W Brame

Councillors

B J Canham  
J Hollis  
S Armes

C Harvey  
J Newton

Officer present:  
Tina Cunnell

Town Clerk

**MINUTES**

261/18      **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**  
None received

262/18      **APOLOGIES FOR ABSENCE**  
M Brindle, M Robinson

263/18      **MINUTES**  
Confirmed the minutes of the Committee's meeting held on 6<sup>th</sup> June 2018, received by Council on 26<sup>th</sup> June 2018 to be a true record and signed/initialled by the Committee Chairman.

264/18      **TRAINING & STAFF UPDATE**

Training:

**Training Attended/Requested 2018/19**

| Date of Course                | Course  | Attendees  |
|-------------------------------|---|--|
| 13 <sup>th</sup> April        | Assertiveness Training  | K Leeder   |
| 3 <sup>rd</sup> May           | Finance Training including annual return, transparency internal control and VAT | R Carter C Ashmore                                 |
| 15 <sup>th</sup> May<br>18    | Cemetery Management   | K Leeder N Thompson, C Harvey, B Canham, J Hollis. |
| Distance                      | ILCA  | J James. J Cunnell                                 |
| 19 <sup>th</sup><br>September | Effective report writing  | M Robinson   |
| 20 <sup>th</sup>              | Grants and Funding  | J James J Newton B                                 |

|                   |   |                    |
|-------------------|---|--------------------|
| September         |   | Canham             |
|                   |   |                    |
| Training requests | Grants and funding                        | M Brindle          |
|                   | Management of open spaces                 | M Brindle          |
|                   | Management of buildings including letting | M Brindle          |
|                   | Public speaking                           | C Harvey           |
|                   | Food Hygiene                              | B Canham, J Hollis |

Clerk reported that NALC had been contacted to request that they deliver a conflict management course here in Thetford so that all staff and councillors can attend.

#### Operations Hub

Clerk reported all the works team and ALP now working out of the Carnegie and the creation of this has seen an improvement in productivity, staff cohesion and morale.

Space has been arranged for the cemetery and allotment support staff to move to the Carnegie. This will involve advertising the move of reception and services.

Finance and Town Clerk to remain in Kings House while other offices are leased. Council will retain upper floor, council chamber 1st floor toilet and mayors parlour. The mayors parlour will have a phone, pc and printer to support meetings and events such as Hods.

Councillors discussed the changes and agreed with the improvements that been reported and that this was particularly evident during the recent Anglo Sikh Heritage day and were keen for all staff to move to the Carnegie as quickly as possible. Councillors welcomed the potential savings in having all the staff in one building and the clerk will produce an estimate of these savings for the next personnel meeting.

Cllr Chris Harvey proposed and Cllr Newton seconded that: Council is content with the successful first phase of staff integration at the Carnegie and for the next phase of moving reception cemetery and allotments support to now commence.

**RESOLVED: Council is content with the successful first phase of Staff integration at the Carnegie and for the next phase of moving reception, cemetery and allotments to now commence.**

Officer time for project management.

Clerk reported that officers have gained experience in bid writing and project management over the last two years to the point that external

agencies have contacted the council to ask to pay for these services for their projects due to the council's success in these areas.

Councillors discussed the following:

Projects would have to be scrutinised to ensure a benefit to the town.

Feasibility of diverting officers time for length of project would have to be ascertained.

Which officers would be available.

Benefit of developing partnerships and building on councils reputation for delivering projects.

Cllr Chris Harvey proposed and Cllr Brenda Canham seconded: In principle the council can offer officer time to manage projects within Thetford as a paid service.

**RESOLVED: In principle the council can offer officer time to manage projects within Thetford as a paid service.**

265/18

CORPORATE OBJECTIVES

|   |   |
|---|---|
| <b>PRIORITY 1 –</b>   |   |
| <b>Promote TTC as a quality town council with quality staff</b> |   |
| <b>AIMS/ACTIONS</b>   |   |
| 1.  | Induction packs updated ready for May 2019<br><br>A draft is being worked on and councillor induction evenings have been booked with an external trainer.   |
| 2.  | LCAS quality status to be achieved<br>Application has been submitted and are awaiting the result  |
| 3.  | Prepare personal training plans for staff and councillors (including cross training of posts).<br><br>HR consultants have been contacted and they have produced a quote to be reviewed by committee.        |
| 4.  | A new filing system to be put in place in operation hub and admin hub.<br>The operation hub has put a filing system in place for all the contracts and maintenance files for all buildings and open spaces. |

266/18

PERSONAL DEVELOPMENT PLANS

Clerk reported that HR consultants have sent in a quote for the work which would involve amending our 6 monthly assessment to include a training update and which should be complete in the next couple of months.

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LCAS UPDATE

Clerk reported that our application has been submitted and is being

processed. LCAS did receive an email from a member of the public who questioned if our finances were transparent enough. In the LCAS reply they informed the individual that I would contact them with any comments or recommendations that we receive from LCAS in respect of this.

268/18 COUNCIL NOMINATIONS

contribution Clerk updated that Thetford Town Council has been nominated for a Star Council award by NALC. Star Council awards recognise the contribution local councils make to their communities.

The results will be on 30<sup>th</sup> October at the National NALC Conference NALC has asked councils to consider putting forward councillors and the clerk to the Norfolk representative for the Larger Council Committee which is for councils with an annual turnover/income of £500,000 or more/an electorate of 6,000 or more. Interested councillors are being sent further information by the clerk.

269/18 ITEMS OF URGENT BUSINESS

None

270/18 COMMUNITY ENGAGEMENT

None

271/18 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.

272/18 STAFF MATTERS

Chairman.