

THETFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,  
ON TUESDAY 2<sup>nd</sup> JULY 2019, STARTING AT 10:00 A.M.

Present:  
The Mayor, Councillor B J Canham

Councillors

M P Brindle  
C Harvey

J Butler  
M Robinson

Officer present:  
Tina Cunnell

Town Clerk

MINUTES

- 134/19     DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
None.
- 135/19     APOLOGIES FOR ABSENCE  
None.
- 136/19     MINUTES  
RESOLVED: The minutes of the Committee's meeting held on 4<sup>th</sup> June 2019, received by Council on 25<sup>th</sup> June 2019 confirmed as a true record and signed/initialled by the Committee Chairman.
- 137/19     TRAINING & STAFF UPDATE

**Training Programme 2019/20**

Date of Course	Course	Attendees
13 <sup>th</sup> & 20 <sup>th</sup> May	Councillor Training	B. Canham, C Barreto, J Butler, D Hodgkinson
27 <sup>th</sup> June	How to be an effective councillor	D Hodgkinson C Barreto
Online	SAGE 1,2 &3	C Ashmore
4 <sup>th</sup> September	Finance for Councillors	M Brindle, C Barreto, D Hodgkinson C Burnett.
5 <sup>th</sup> September	VAT for local councils	T Cunnell J James C Ashmore M Brindle C Barreto
17 <sup>th</sup> October	Preparing a budget and setting the precept	J James T Cunnell C Ashmore J Butler

The Chair reported that Breckland do one to one Public Speaking courses which Breckland Councillors can book onto.

Clerk reported that the advertisement for the Finance Officer post has gone out.

Chair suggested that there needs to be a review of the staff structure and to look at what is in place to promote the resilience of the staff, succession and the pressures put on both staff and councillors. Mental health was also discussed and the chair has asked for thoughts on all these areas to be forwarded to the clerk so that it can be put into a report and brought forward in 3 months' time.

138/19 PERSONNEL BUDGET REVIEW

Clerk reported that electricity is an area that needs to be reviewed as the Carnegie Guildhall budget was halved and the Telford Way and Kings House budgets completely removed in last year's budget plan without a percentage being uplifted for this year's budget. Clerk to bring forward to Finance Committee to see how this budget line can be reviewed.

139/19 START TIME OF FUTURE PERSONNEL MEETINGS

The Chair started a discussion on the starting time of Personnel meetings. After a discussion Councillor B Canham proposed and Councillor C Harvey seconded:

**RESOLVED: From the meeting on 3<sup>rd</sup> September 2019 all Personnel meetings will start at 2.00 pm.**

140/19 IDENTIFICATION OF KEY STAFF FOR INSURANCE PURPOSES

Item was discussed and although it was acknowledged that in a small team all staff were key for insurance purposes (if considered) the senior management team would be identified as key staff.

141/19 The panel requirements were agreed previously in minute 217/16, new membership was discussed and stage 2 hearing agreed. The stage 3 places are to go to full council.

<b>Stage 1 Investigation meeting</b>	
Vice Chairman of Personnel	Cllr J Hollis
Town Clerk	T Cunnell
<b>This is information and statement gathering resulting in a Recommendation from the vice-chair, no decision at this point.</b>	
<b>Stage 2 Hearing</b>	
Chairman of Personnel	Cllr M Robinson
Councillor	Cllr C Harvey
Councillor	Cllr J Butler
<b>Recommendation and evidence presented. A decision reached.</b>	
<b>Stage 3 Appeal (if required)</b>	
Mayor of the Day	Cllr B Canham
Councillor	Not committee

	member
Councillor	Not committee member
External HR consultant if appropriate	
Subject Matter Expert (SME) if appropriate	

Chairman.