

THETFORD TOWN COUNCIL  
MINUTES OF A VIRTUAL MEETING OF THE PERSONNEL COMMITTEE  
HELD ONLINE ON TUESDAY 2<sup>nd</sup> JUNE 2020, STARTING AT 2.00 pm.

Present: The Mayor, Councillor M S Robinson

Councillors

B J Canham

M P Brindle

C Harvey

Non-Voting T J Jermy

R F W Brame

C Harvey

J Hollis

Officer present:  
Tina Cunnell

Town Clerk

MINUTES

13/20

ELECTION OF CHAIR AND VICE CHAIR

**RESOLVED: That Councillor R F W Brame be elected Chairman of the Personnel Committee for the Mayoral year 2020/21.**

Vice Chair

**RESOLVED: That Councillor D M Crawford be elected Vice Chairman of the Personnel Committee for the Mayoral year 2020/21.**

14/20

DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None Received.

15/20

APOLOGIES FOR ABSENCE

None Received

16/20

MINUTES

**RESOLVED: The minutes of the Committee's meeting held on 3rd March 2020, received by Council on 12th May 2020, as a true record and signed/initialled by the Committee Chairman.**

17/20

REVIEW OF PERSONNEL COMMITTEE TERMS OF REFERENCE

Terms of reference were reviewed in the new format and with an amendment to the wording of the membership paragraph to reflect standing orders, and once this has been done the new terms of reference will be accepted.

18/20

REVIEW OF OBJECTIVES 20/21

The years objective was reviewed and discussed by committee. Committee would like objective to be expanded to look at ways both staff and councillors can work virtually.

19/20

REVIEW OF BUDGETS

Clerk reported on the yearend figures, in particular the following:

- Staff costs
- Utilities
- Pension strain
- Training
- Waste disposal.
- Insurances

Savings were in year and will not be realised again this year, in fact costs are likely to rise as the council incurs costs due to COVID 19 which were not budgeted for.

Budget is now forecasting against actuals.

20/20

#### COMMITTEE STRUCTURE

Committee discussed the structure in particular

- Concerns about frequency
  - Role of committees
  - Budgets for new structure
  - Terms of reference
  - Suggestion that committees have working groups to look at changes in structure for each committee to explore the option further
- Committee agreed to send information out to all committees so they can set up working groups to review the potential new structure.

21/20

#### TRAINING UPDATE

Date of Course	Course	Attendees
Various dates	365 and virtual meeting training	All councillors and all staff
Ongoing	Allotment Management Level 3	Carl Higgins
14 <sup>th</sup> April	Excel Training	C Crimmen.
5 <sup>th</sup> May	Home Working for the modern clerk	T Cunnell
15 <sup>th</sup> May	Managing Council meetings during COVID19	T Cunnell
19 <sup>th</sup> & 26 <sup>th</sup> May	Chairing virtual meetings	J James
11 <sup>th</sup> &18 <sup>th</sup> June	Chairmanship course	C Barreto

22/20

#### COMMUNITY ENGAGEMENT

None

23/20

#### 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.

24/20

#### STAFF UPDATE

- Health & wellbeing update
- Working patterns
- Return to workplace considerations.

Chairman.