

DRAFT

THETFORD TOWN COUNCIL

MINUTES OF A VIRTUAL MEETING OF THE PERSONNEL COMMITTEE
HELD ONLINE ON TUESDAY 2nd March 2021, STARTING AT 2.00 pm.

Present:

Councillors:

R F W Brame (Chair), M P Brindle, D Crawford (V Chair),

B J Canham, C Harvey, J Hollis

Officers:

Tina Cunnell - Town Clerk Alan Yorke Deputy Town Clerk

MINUTES

829/20	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> None received
830/20	<u>APOLOGIES FOR ABSENCE</u> None received.
831/20	<u>MINUTES</u> RESOLVED: The minutes of the Committee meeting held on 2 nd February 2021 as a true record received by Council on 23 rd February 2021 and be signed/initialed by the Committee Chairman.
832/20	<u>REVIEW OF BUDGETS</u> The budget was reviewed and noted. It was confirmed that the council has recently entered a new utilities contract for 3 years and so we should not see significant rises in those costs for the next 3 years. Finance officer requested that committee consider reserving any underspends at next month's meeting. Suggestions given where the equipment reserve in case equipment for hybrid meetings is realised and secondly for the staff reserve so if possible, the vacant posts can be recruited earlier.
833/20	<u>TRAINING AND STAFFING UPDATE</u> <ul style="list-style-type: none">• The council still has 2 vacancies for an amenities officer and a janitor, which the council agreed not to recruit for as part of the revised budget until levels of generated income make this feasible. Tasks have been redistributed on a temporary basis and job roles will be reviewed when recruitment becomes an option.• The NHLF funded post for the part time Heritage Officer will be advertised in the coming weeks with a start date of mid- April. The post is for the life of the project, which is 2 years, but the council will have the opportunity to review if they wish to fund this post following the end of the project. This will be advertised across all our media and on appropriate job sites. (see Appendix A).• There will be a vacancy for a VEM team member for 30 July when a current member of staff is leaving to attend university. There is an intention to have a month's overlap with the new employee and the post role will be reviewed prior to advertisement.• SMT are meeting with IT support companies this week to develop a specification for the IT support tender that will go out in April to start July

	<p>2021.Increased security and upgrades to the support packages for councillors to be added.</p> <ul style="list-style-type: none"> • Chairs have been requested to produce their committee reports as part of the annual report and this will be published in April. • Officers have been asked to update progress against this year's priorities so these can be published alongside the priorities for 2021/22 • Still waiting for further guidance from government on the format of meetings from 7th May as currently virtual meetings will become illegal but physical meetings are currently not possible as a replacement.
834/20	<p><u>COMMITTEE OFFICERS UPDATE</u> Last week Clerk attended the virtual SLCC Conference attending workshops on various subjects such as cemetery management, dealing with negative social media, FOI and GDPR abuse and bid writing. Over next few weeks she will be meeting with the relevant officers to give them the updated information where appropriate.</p>
835/20	<p><u>EXCLUSION OF PRESS AND PUBLIC</u> 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.</p>
836/20	<p><u>STAFF UPDATE</u> Nothing to report.</p>

Chairman.

APPENDIX A- THETFORD TOWN COUNCIL JOB DESCRIPTION

JOB TITLE:	Heritage & Events Coordinator
DATE:	
SALARY:	
RESPONSIBLE TO:	Venues Events & Marketing Officer
SIZE & SCOPE:	<p>Coordination and delivery of the TTC events programme.</p> <p>To further develop and assist in the promotion of the Town's Heritage.</p> <p>To develop and work with a dedicated team of volunteers for facilitate the delivery of events and heritage activities.</p>
JOB PURPOSE:	<p>In conjunction with the VEM Officer develop and work with the agreed budget for the Town Councils event programme.</p> <p>To work with and engage professional and voluntary artists and performers to assist in the delivery the events programme.</p> <p>To develop and promote the Town's rich and diverse Heritage working with other groups and organisations, with a specific responsibility to promote the 'story' of the Guildhall.</p>

	<p>To develop and nurture regional links to engage groups to visit the Guildhall and the wider attractions of the Town.</p> <p>To develop and lead a team of volunteers, the 'Heritage Ambassadors'.</p> <p>To assist and provide the Media and Marketing Coordinator to produce content for website and social media.</p>
<p>INDIVIDUAL RESPONSIBILITIES:</p>	<p>To deliver four Town events per year. To deliver six Market Square events per year. To develop and deliver a series performance events in the Guildhall under the brand 'The Guildhall Live' which could be music, spoken word, small scale theatre.</p> <ul style="list-style-type: none"> ➤ Implement Volunteer Training plan, including: oral history; tour guiding; and archival functions. <p>To organise guided Heritage tours using a team of volunteers. To organise a series of Heritage workshops within the Guildhall. To develop clear links with the Sikh communities to encourage visits and activities within the Guildhall complex. To work with Sikhs to develop the visitor "talk" information. To work and develop partnerships with schools, groups and businesses to engage in developing events and activities within the Guildhall complex. To ensure all assigned tasks and duties are completed in a safe manner and comply with rules/procedures and event risk assessments. To produce a monthly report to the Heritage & Events committee.</p> <ul style="list-style-type: none"> ➤ To evaluate all activities and provide information for reports to the funding bodies such as the National Heritage Lottery Fund. <p>To seek and assist in developing additional appropriate funding applications to public and private sources where possible. To contribute to the monthly media Podcasts and any other media opportunities. To work as part of the VEM team contributing across the remit of the department. Be prepared to undertake any other duties as directed by the Town Clerk.</p>
<p>CORPORATE RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> ➤ To act as an 'ambassador' for, and to promote Thetford Town Council. ➤ To lead and promote change internally. ➤ To support the development of effective and constructive relationships across the Council, and with external agencies, partner organisations and customers. ➤ To comply with the Council's statutory requirements, policies and procedures at all times, including the Council's Health & Safety policies and procedures.
<p>1. MEASURES OF SUCCESS:</p>	<p>Appraisal against objectives that are specific to the post and agreed annually. Compliance with Council policies and statutory requirements.</p>

	Demonstration of the indicators as outlined within the (competency framework).
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