

DRAFT

THETFORD TOWN COUNCIL

MINUTES OF A VIRTUAL MEETING OF THE PERSONNEL COMMITTEE
HELD ONLINE ON TUESDAY 18th MAY 2021, STARTING AT 10 am.

Present:

Councillors:

R F W Brame (Chair), D Crawford (V Chair),
B J Canham, J Hollis

Officers:

Tina Cunnell - Town Clerk Alan Yorke Deputy Town Clerk

1015/20	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> None received
1016/20	<u>APOLOGIES FOR ABSENCE</u> Cllr M Brindle, Cllr C Harvey
1017/20	<u>MINUTES</u> RESOLVED: The minutes of the Committee meeting held 6th April 2021 as true record received by Council on 27th April 2021 be signed/initialed by the Committee Chairman.
1018/20	<u>FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2021</u> The Deputy Town Clerk briefed the following points: <ul style="list-style-type: none">• Property rental was slightly below budget due to some tenants not trading during COVID 19. There is an expectation that all rental due will be recovered.• There was an underspend of approximately £77,000 on expenditure. It was recommended that £50,000 of this underspend be set aside in Reserves to finance vacant posts and projects identified in the April 2021 Personnel Committee meeting.• The balance of the underspend had been allocated to the shortfall on the share investment portfolio. The loss could not be attributed to any other Committee's budget, so it was recommended that it be funded from the budget savings in Personnel. Cllr R Brame proposed, and Cllr B Canham seconded that the unspent amount of £50,000 be set aside in reserves and will be available to finance personnel projects and this includes recruitment of at least one of the vacant posts. RESOLVED: The unspent amount of £50,000 be set asides in Reserves and will be available to finance personnel projects and this includes recruitment of at least one of the vacant posts.
1019/20	<u>COMMITTEE OFFICERS UPDATE</u> <ul style="list-style-type: none">•The Heritage Officer post was recruited via interview, and she will start in post from 1st June. Also during this process, a replacement for the upcoming events officer vacancy was identified and recruited with them starting in post this week.•However, the 2 long term vacancies are still open, and the extended period of non-recruitment was having a detrimental output on productivity and

	<p>morale, it is therefore good news that one of these posts can now be recruited.</p>																
1020/20	<p><u>COMMUNITY ENGAGEMENT</u></p> <p>None required</p>																
1021/20	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>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>																
1022/20	<p><u>IT SUPPORT TENDER</u></p> <p>The council received 15 tenders, and these were scored by 3 councilors and the Town Clerk.</p> <p>The table below (top 3 scores) shows a split of 55-45 quality versus price scores, and this was detailed in the tender specification. Prices do not include VAT.</p> <p>Company A came top in the quality score and was cheapest in price £14,688 plus VAT, and therefore is the officer recommendation for consideration.</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>QS</td> <td>QS 207</td> <td>QS 203</td> <td>QS 188</td> </tr> <tr> <td>PS:</td> <td>PS: 100 £14,468</td> <td>PS: 68 £24,120</td> <td>PS: 78 £19,332</td> </tr> <tr> <td>Total</td> <td>Total 307</td> <td>Total 271</td> <td>Total 266</td> </tr> </tbody> </table> <p>Prices varied greatly as did the quality of written tender with some companies being zeroed as the scorer did not feel they answered the tender specification.</p> <p>Officer Recommendation: that committee approve the award of tender to company A of the IT support contract for 3 years at a total cost of £14,688 plus VAT from nominal code 5160</p> <p>Cllr Brame Proposed and Cllr D Crawford seconded that committee approve the award of tender to company A of the IT support contract for 3 years at a total cost of £14,688 plus VAT from nominal code 5160</p> <p>RESOLVED: To award the tender to company A of the IT support contract for 3 years at a total cost of £14,688 plus VAT from nominal code 5160.</p>		A	B	C	QS	QS 207	QS 203	QS 188	PS:	PS: 100 £14,468	PS: 68 £24,120	PS: 78 £19,332	Total	Total 307	Total 271	Total 266
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1023/20	<p><u>STAFF UPDATE</u></p> <p>Clerk reported on a staff welfare issue and the internal arrangements for supporting the situation.</p>																

Chairman.