

THETFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,
ON TUESDAY 6th June 2017, STARTING AT 4:30 P.M.

Present:
Councillors

R F W Brame (Chairman)
Mrs B J Canham
Mrs S Armes
D M Crawford

M P Brindle
J Newton
J Hollis
C Harvey

Officer in attendance:
Tina Cunnell Town Clerk

Minutes

- 66/17 ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2017/18
Chair
RESOLVED that Councillor R Brame is elected Chairman of the Personnel Committee for the Mayoral year 2017/18.
Vice Chair
RESOLVED that Councillor J Hollis is elected Chairman of the Personnel Committee for the Mayoral year 2017/18.
- 67/17 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None received.
- 68/17 APOLOGIES FOR ABSENCE
Cllr Terry Jermy
Cllr Mark Taylor
- 69/17 MINUTES
Confirm the minutes of the Committee's meeting held on 13th April 2017, received by Council on 25th April 2017 as a true record, and signed/initialled by the Committee Chairman.
- 70/17 BUDGET REVIEW
The Clerk reported that there was no update as due to year-end months 1 & 2 are not available.
- 71/17 HEALTH & SAFETY
The Clerk reported that Works Team now have another PC to enable staff to complete their online Health & Safety training.
- 72/17 TRAINING & STAFF UPDATE
The Clerk reported that Chairman training is on 8th June in the council chamber and all attendees should have received an email to this effect. Sarah and Kerry have Cemetery Management training on 16th June, and Heritage Open Days are paying a staff member to attend social media

training in London on 28th June 2017.
Both the Clerk and Deputy Town Clerk have completed four out of the five CiLCA modules.
Cllr Armes has requested to attend the Cemetery Management course.

73/17

CORPORATE PLAN

The Clerk reported that she had not received introduction paragraphs from Mayor or previous Mayor and asked if it was essential for these to be part of the plan or could it be published without it. It was agreed to replace this with the group photograph from Mayor Making

74/17

POLICIES

The following policies were discussed and agreed:

Vexatious customers – policy and procedure.

The Clerk reported this was a new policy produced to deal with vexatious customers as there were individuals who were meeting this criteria in their dealings with the councillors and staff.

RECOMMENDATION: Full Council Adopt the Vexatious Customer Policy

Capability– policy and procedure

RECOMMENDATION: Full Council Adopt the Capability– policy and procedure

Disciplinary – policy and procedure.

RECOMMENDATION: Full Council Adopt the Disciplinary– policy and procedure

Grievance – policy and procedure.

RECOMMENDATION: Full Council Adopt the Grievance– policy and procedure

Absence management – policy and procedure.

RECOMMENDATION: Full Council Adopt the Absence Management– Policy and Procedure

Following further discussion the Clerk has been asked to produce flow charts of how from initial concern/complaint the procedures are entered into.

75/17

ITEMS OF URGENT BUSINESS

None.

76/17

PRESS RELEASES

None

77/17

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.

78/17

COMPLIMENTS, COMMENTS AND COMPLAINTS

The committee received the following concerns and complaints

A member of staff raised concerns about the vexatious behaviour of a member of the public reference issues on Barnham Cross Common.
RESOLVED: Correct procedures have been followed and will not be reviewed.

Individual to be contacted reference vexatious behaviour.

A member of staff and a member of the public complained about the minutes of a Finance meeting:

RESOLVED: Correct procedures have been followed and will not be reviewed.

A member of the public complained about the Medium Grant process.

RESOLVED: Council is satisfied with the answers that have been provided to complainant. Correct procedures have been followed and will not be reviewed.

A member of staff complained about bullying and harassment from a member of the public.

RESOLVED: The situation has been acknowledged and processes will be put in place to protect both councillors and staff in the future.

Chairman.