



**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD OVER ZOOM ON 21<sup>ST</sup> JUNE 2021 AT 7.00PM**

**Councillors:** King, Marshall, Peaks, A Van der Kroon, E Van der Kroon

**Clerk to the Meeting** – Kevin Keller

1. **To consider excluding the press and public from the Meeting due to the confidential nature of the business about to be transacted (Public Bodies (Admission of Meetings) Act 1960).**

This was raised from item 7 on the agenda as Cllr King pointed out that the Terms of Reference stated that this should be the first item. It was Proposed by Cllr Marshall and seconded by Cllr King that the press and public be excluded. Resolved.

2. **To elect a Chairman for the 2021-2022 Civic Year**

Cllr E Van der Kroon nominated Cllr Marshall which was seconded by Cllr A Van der Kroon.

There were no further nominations. A vote was taken, and Cllr Marshall was duly elected. Resolved.

3. **To receive apologies for absence.**

There were no apologies.

4. **Declarations.**

- a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring an interest should identify the agenda item and type of interest being declared.

There were no declarations.

- b) To note dispensations given to any member of the council in respect of the agenda items below.

There were no dispensations.

5. **To note the Minutes of the Personnel Committee Meeting held on 24<sup>th</sup> February 2021 (previously agreed at Full Council).**

The minutes were duly noted. There were no matters arising that were not already on the agenda.

6. **To consider and agree the Committee's Terms of Reference.**

The Committee's Terms of Reference stated that 'the quorum shall be 5'. With only 5 sitting Members, it was agreed that this was impractical. It was Proposed by Cllr Peaks and seconded by Cllr King that quorum should be reduced to 3. Resolved.

7. **To consider excluding the press and public from the Meeting due to the confidential nature of the business about to be transacted (Public Bodies (Admission of Meetings) Act 1960).**

This item had already been discussed and resolved at the beginning of the meeting.

8. **To consider any grievance or disciplinary issues.**

It was agreed that an outstanding disciplinary investigation be re-instigated, with a letter inviting the member of staff concerned to a meeting with Cllr Peaks and Cllr King. Proposed Cllr Peaks, seconded Cllr King. Resolved.

Signed by the Chairman

There was an outstanding grievance appeal to be heard. It was Proposed by Cllr Peaks, seconded by Cllr King that an external HR Consultant be contacted to facilitate this. Resolved.

The council's grievance and disciplinary policies should be reviewed and updated. Model documents to be obtained from ERNLLCA and passed to the Policy Committee.

**9. To consider any contract changes.**

All staff contracts to be brought to the next meeting of the committee.

**10. To consider any staff development needs**

The Winterton Report had highlighted a lack of agreed and adopted professional development plans. All staff to receive an appraisal using the approved documents by the end of July.

**11. To consider any staff holiday and sickness issues**

Staff holiday and sickness records to be brought to all future meetings.

**12. To consider any relevant Committee issues**

To evaluate the distribution of tasks among staff, it was agreed that all staff job descriptions be brought to the next meeting of the committee together with model job descriptions for each role from ERNLLCA.

A lack of communication across all levels had been highlighted. It was agreed that quarterly staff meetings be instigated to remedy this.

Following the Winterton Report it was agreed that the council's recruitment policy should be reviewed. Model document to be obtained from ERNLLCA and sent to the Policy Committee for review.

There was a lack of clerical support within the Town Hall. A potential solution was to join the government's Apprentice Scheme. It was Proposed by Cllr Marshall and seconded by Cllr E van der Kroon that the Committee recommend to Full Council that the Council join the Apprentice Scheme. Resolved.

**13. Recommendations to Full Council**

That the Council join the government's Apprentice Scheme.

**14. The next meeting of the Town Enhancement Committee.**

Next proposed Meeting date – Monday 5<sup>th</sup> July 2021.

There being no further business to discuss, the Chairman declared the meeting closed at 8.36pm.

**Actions from Personnel Committee 21<sup>st</sup> June 2021**

Update the personnel committee Terms of Reference reducing the Quorum from 5 to 3 under section 11.

1, Obtain from ERNLICA the most up to date of the following:

- Staff Grievance Policy
- Disciplinary Policy
- Recruitment Policy

Once obtained, the policy committee are to be asked to review them so they can be adopted by the council as best practice.

Signed by the Chairman

- 2, Obtain from ERNLICA the following up to date Job Descriptions.
  - Town Clerk
  - RFO
  - Burial Officer
  - Handyman
  - Assistant Handyman
  - Cemetery Operative?
  - Cleaner
  - Office Assistant

These are to be reviewed and agreed at the next personnel committee.

- 3, A copy of everyone's contract to be brought to the next personnel committee for review.
- 4, Undertake staff appraisals for all staff, this should be done by the end of July 2021. The Chair of Personnel to then review then with ACT whilst undertaking his appraisal and setting his objectives.
- 5, Once all the appraisals have been done the personnel committee to review and set up development plans for all staff, which when in place will be reviewed at each Personnel Committee meeting under section 10 of the standard agenda.
- 6, Everyone's holiday forms and sickness forms to be brought to every personnel committee for review under section 7 of the standard agenda.
- 7, Arrange quarterly staff meetings with all staff, the chair of personnel to attend and report back any issues to the personal committee and full council if appropriate.
- 8, Steve and Diane are to re commence an investigation meeting.

Signed by the Chairman