

Minutes of a meeting of the **PERSONNEL** Committee held in the Town Hall, The Broadway, Crowborough on Tuesday 9th February 2010 at 7.30 pm

Present	Councillors	Peter Cowie Anita Kerwin-Nye Damian McAlonan George Moss Kay Moss Mark Symons Sandra Timms Neil Waller	Chairman
In attendance	Cllrs	Philip Fermor Clive Wilson Linda Butcher David Foot	Town Clerk Operations Manager

APOLOGIES None

DECLARATIONS OF INTEREST

Cllr Sandra Timms declared a Personal Interest as she sometimes plays golf with the Town Clerk

MINUTES

Meeting of 13th October 2009

5673 RESOLVED that the minutes of the meeting held on 13th October 2009 as confirmed, be signed by the Chairman.

Matters outstanding from these minutes

Communications in control: Real people, real power: Codes of Conduct for local authority members and employees – A consultation. Cllr Kerwin-Nye to provide a written copy of the response she had submitted on behalf of the Council

Cllr Kerwin-Nye advised that she had lost the response she had submitted on behalf of the Town Council but that it was just a yes or no survey. She asked that this item be removed from future agendas and this was agreed.

CRB checks – update

Details of the current position for CRB checks were distributed to the committee members. There was then a discussion about the

outstanding people and it was noted that there are no sanctions for councillors who refuse to undertake CRB although staff can be dealt with via employment policies.

It was suggested that the Council publish on the website a list of those councillors who have completed the process and to then ask those councillors who have not, to not attend events involving children or vulnerable persons.

With regard to the outstanding staff CRB's, all three must be completed.

The Town Clerk advised that completing CRB is not part of the election process and this is an internal policy.

It was noted that the CRB scheme is being replaced by Vetting and Barring and that the rules governing this are being re-written.

It was suggested that a Working Group should be set up to agree the contents of the Induction Pack to be provided for prospective councillors prior to the next election in 2011.

POLICIES

To review the E-mail and Internet Policy agreed at the meeting on 13th October 2009

There was a discussion about the proliferation of e-mails that the Town Clerk forwards to all Councillors and it was pointed out that at a previous discussion it was AGREED the Town Clerk should not vet/edit outside e-mails on behalf of Councillors because Members were quite able to decide for themselves if they wished to view any that were sent out.

Some members of the committee stated that they received some thirty e-mails a day and did not always read them until late, another suggestion was that a digest of key information should be provided on a weekly basis, a further suggestion was that this is a systems management issue.

It was AGREED to look further into the matter and come back to the next Personnel meeting with a report on how messages are communicated to/from e-mails.

It was further AGREED to ask C and E to look at intranet and e-mails to develop a corporate brand and that perhaps the Members Briefing could be more detailed once a month.

STAFFING ISSUES

Proposed pay for 2010-2011

The Town Clerk has previously sent out an e-mail from the employers representative stating that there would be a nil increase. However, the Town Clerk advised that all employees are on NJC terms and conditions so it would be a National Joint Council decision on pay for 2010-2011 after meetings with the employees representatives (in the Town Council's case NALC and SLCC [National Association of Local Councils and Society of Local Council Clerks]).

Budget assumptions

The Town Clerk was asked to provide for the next Personnel meeting details of named staff showing current pay rates and proposed increases so committee can decide on the 1% budget reduction agreed by Council.

Process for reviewing staff objectives

- 5674 RESOLVED** that the Chairman will review staff appraisals on site on 12th March in order to report back to the Personnel committee that this has been done.
- 5675 RESOLVED** that post 12th March, the Town Clerk and Operations Manager will identify staff objectives (e.g. miles of hedge to be cut etc.) and identify training needs so that the Personnel committee can receive a report at the next meeting.

Town Clerk's resignation and recruitment process

The Chairman reported that two pieces of work are needed for this process and first being for Sheila Keogh to facilitate finding out what Councillors want in a clerk.

The Town Clerk had circulated earlier in the evening a proposal from SALC (Sussex Association of Local Councils) indicating that the cost of this organisation facilitating the recruitment of a replacement Town Clerk would be in the region of £550 plus the cost of advertisements which would be placed by the Town Council which could reclaim the V.A.T.

- 5676 RESOLVED** to appoint Sheila Keogh to supervise the recruitment process and facilitate councillor input into this exercise, to include:
- (a) A Working Group open to all councillors
 - (b) Drawing up the application pack
 - (c) Agree councillor role in recruitment process, short-listing, interviewing and decision and supporting councillors in these stages
 - (d) Using SALC and other appropriate bodies in an administrative capacity at no additional cost to support the process and that this will include options for interim management and costs.
 - (e) This process to start immediately

The committee was advised by the Chairman that Sheila Keogh would be away from tomorrow for a week.

- 5677 RESOLVED** Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the committee believe that the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential staffing nature of the business to be transacted.

URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA

The Town Mayor referred to a further letter she had received from Sqn.Ldr. Whibley

As this matter was not on the agenda the Town Clerk advised that no resolution could be made although guidance could be discussed.

Cllr Kay Moss explained that she had already dealt with this matter under the complaints procedure and it was suggested that this has now turned into harassment and that he should be told any future letters should be addressed to the Town Hall and not individual councillors.

It was AGREED a letter should be sent to Sqn.Ldr. Whibley, from the Town Hall but signed by the Town Mayor, explaining that it is the Council that decides if a complaint should be taken as a disciplinary matter and that the Council take the action not a member of the public. Further if any additional letters are sent by him they will be forwarded to the Council's solicitor.

9.30 pm The Town Clerk and Operations Manager then left the meeting. As the Town Clerk had not been advised of this need, she asked that Cllr George Moss, Vice Chairman of Personnel, make notes for her for the minutes.

Town Clerk's Appraisal Review Report

The committee AGREED the priorities on the Town Clerk's list of objectives.

Process for reviewing Town Clerk's Job Description

The meeting closed at 10.30 pm