

Minutes of a meeting of the **PERSONNEL** Committee held in the Town Hall,
The Broadway, Crowborough on Tuesday 17th June 2014 at 7.30 pm

Present	Councillors	Paul Adams Quentin Burch Peter Cowie Elizabeth Fermor Beverley Johnstone George Moss Kay Moss Ron Reed Wendy Scrace Matthew Street Sandra Timms	Chairman Vice-Chairman
In attendance		Philippa Hewes	Town Clerk

* *Denotes non attendance*

APOLOGIES

None.

DECLARATIONS OF INTEREST

None.

MINUTES

Minutes of the Meeting held on 18th March 2014

- 7193** **RESOLVED** that the Minutes of the meeting held on 18th March 2014 as confirmed be signed by the Chairman.

Minutes of the Meeting held on 13th May 2014

- 7194** **RESOLVED** that the Minutes of the meeting held on 13th May 2014 as confirmed be signed by the Chairman.

POLICIES

To review the Child Protection and Vulnerable Persons Policy

The DBS 'guide to eligibility for criminal record checks' lists the positions, professions, employment, offices and works eligible for DBS checks. As none of the positions at the Council involve activities or duties within the scope of the list, the Council cannot ask for DBS checks to be undertaken.

- 7195** **RESOLVED** to accept the amendments to the Child Protection and Vulnerable Persons Policy.

APPRENTICESHIP SCHEME

Cllr Quentin Burch asked the Committee to consider participating in an apprenticeship scheme as a way to help young people and to set an example to other employers. He suggested there should be one apprentice for the groundstaff and one for administration.

Wealden District Council is taking on six apprentices. Travelling expenses are being offered to ensure that the scheme is open to young people throughout the district. Under the scheme, an apprentice is employed for a minimum of 30 hours per week for at least one year.

There was a lengthy discussion about the scheme and the need to provide a structured programme of work. Taking on two apprentices would be difficult in view of the ratio to existing staff. Waitrose in Crowborough is looking to engage one apprentice against a ratio of over 200 staff.

The Town Clerk was concerned that the office environment at the Town Hall would not be large enough to provide an extensive employment experience for an apprentice; it would also put pressure on the staff. The Council already accommodates a work experience placement for one week a year.

There may be potential to engage an apprentice in an outside-based environment.

It was agreed that Cllrs Quentin Burch, Peter Cowie, Elizabeth Fermor, Kay Moss and Ron Reed would form a working party to consider apprenticeships further.

STAFFING MATTERS

7196 **RESOLVED** that this Committee excludes the public and press from this meeting on the grounds of the confidential nature of the business to be transacted. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960 section 1.

A confidential staff report was reviewed.

Annual appraisals have been completed. Cllrs George Moss and Matthew Street will undertake the appraisal for the Town Clerk.

Work has been undertaken on updating job descriptions. It may be appropriate for an independent job evaluation to be conducted.

It was agreed that an additional Personnel Committee meeting will be held on Monday 28th July at 7.30pm.

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

None.

The meeting closed at 8.42 pm