

Minutes of a meeting of the **PERSONNEL** Committee held in the Town Hall, The Broadway, Crowborough on Tuesday 20<sup>th</sup> September 2016 at 6pm

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Present Councillors    Quentin Burch  
                                  George Moss  
                                  Kay Moss                    Chairman  
                                  David Neeves  
                                  Alan Penney                Vice Chairman  
                                  Ron Reed (7.20pm)  
                                  Wendy Scrace  
                                  Sandra Timms \*  
                                  Neil Waller (7.05pm)

In attendance            Linda Butcher            Locum Town Clerk

*\* Denotes non attendance*

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**APOLOGIES**

Cllr Sandra Timms – family commitment

**DECLARATIONS OF INTEREST** – None

**MINUTES**

Minutes of the meeting held on 23<sup>rd</sup> August 2016

**7859    RESOLVED** that the minutes of the meeting held on 23<sup>rd</sup> August 2016 as confirmed be signed by the Chairman

**7860    RESOLVED** Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 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.

**TOWN CLERK**

**7861    RESOLVED** that candidates 2, 3, 6, 9 and 10 from the list given to Committee Members should be invited to interview.

**7862    RESOLVED** that there would be a ten minute presentation on the Visioning document prior to the formal interview.

**STAFFING MATTERS**

The committee had previous been given an officer's report and an additional paper with further information was presented at the meeting.

Grievance

- 7863 RESOLVED** to accept the recommendation that an independent specialist carries out the Grievance Hearing on behalf of the Council.

If an Appeal is lodged after the Grievance Hearing decision Cllrs Quentin Burch, Wendy Scrace and David Neeve will form the Appeal Panel.

7.05pm Cllr Neil Waller arrived at the meeting.

Responsible Finance Officer

Councillors acknowledged receipt of an email from an employee concerning this post but still felt the offer was in line with the Staff Review Report recommendation and information gained from other councils in this tier.

- 7864 RESOLVED** to reaffirm that the scale is still 29 – 35 and that the offer of scp 34 stands but to be reviewed in three months.

Communications and Events Manager

A second paper outlining a slightly different job description was presented and this identifies that this post will not now cover Planning but will be responsible for the running of the allotments.

- 7865 RESOLVED** to endorse this change.

7.20pm Cllr Ron Reed arrived at the meeting.

Groundsmen

The Committee is saddened to learn of the accident involving a member of staff and hope he recovers fully. The inclusion of reminders that staff must wear protective gear/clothing at all times when appropriate was noted.

Environment Warden

The Officer's report was noted.

Seasonal Staff

The question of season staff for the Environment Warden was noted and would be referred to the Environment committee for consideration when the budget is being prepared.

General Office Assistant

**7866**      **RESOLVED** to accept the job description for this post and to advertise it on the Council's website and Crowborough Life.

The meeting closed at 7.30pm