

Minutes of the meeting of the Personnel Committee held in the Anzac Room, Community House, Meridian Centre at 6.00pm on Tuesday 17th September 2019

Present – Cllr David Seabrook (Chairman), Cllr C Cheta, Cllr Job Harris, Cllr Chris Collier, Cllr Isobel Sharkey, Cllr Alan Milliner, Cllr Lucy Symonds, Cllr W Veck, Town Clerk, Tony Allen.

1 E038 PUBLIC QUESTION TIME

No members of the public were present.

2 E039 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and read out the health & safety notices.

3 E040 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were approved from Cllr Gallagher.

4 E041 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

5 E042 TO ADOPT THE MINUTES OF 4th JULY 2019 & 6th SEPTEMBER 2019 MEETINGS

It was resolved to adopt these sets of minutes as a true record.

6 E043 TO ADOPT A LONE WORKING RISK ASSESSMENT & POLICY

The draft policy was discussed, with the following amendments agreed:-

- It should clearly state that the policy applies to all PTC staff who can be in a lone working situation.
- There should be easy ways to find emergency contact information and telephone numbers; e.g. on easily located cards and on mobile phones.
- The lone worker should be easily able to raise the alarm if required; panic buttons and/or use of the Meridian Centre's W-T radios to be explored.
- Safety of staff leaving the premises should also be considered; e.g. proper external lighting.

It was resolved to adopt the draft Policy, as amended.

In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the discussion of the following items.

7 E044 TO APPROVE PROPOSED CHANGES FOLLOWING THE CONSULTATION ON CARE-TAKERS ROTAS & STAFFING STRUCTURE

The Clerk related the background to the consultation and the process followed under the guidance of the Council's HR advisers, noting the full open involvement of the Caretakers themselves.

The Clerk's paper was noted and discussed in detail.

Current working arrangements were discussed in relation to the proposed new rotas.

It was resolved to implement the rota as set out in Option 1 of the Clerk's paper, with effect from the 1st November 2019.

Cllr Seabrook reported that, following discussions with the Council's HR advisers, there was a need to regularise the employment situation regarding the Council's contracted services. It was resolved that Cllr Seabrook and the Clerk should look into this matter and report to the Committee at its next meeting; in the interim no changes to these services will be made.

8 E045 TO ADOPT A REVISED STAFFING STRUCTURE

The revised staffing structure, including some updated job titles and reporting arrangements, circulated by the Clerk was noted and discussed. It was noted that the contracted Finance Officer did not need to be included in this document.

The Clerk noted that up-to-date Job Descriptions and appraisals are being arranged for all staff and that, in future, this will happen every six months.

It was resolved to adopt the revised staffing structure, as amended.

9 E046 TO REVIEW THE TERMS OF ENGAGEMENT FOR THE COUNCIL'S HR ADVISERS

Cllr Seabrook related the background to this item.

The Clerk's paper was noted and discussed.

The delivery of remaining work from the HR advisers and the general need for this type of service was discussed.

It was resolved to retain these services under the engagement terms set out in Option 2 of the Clerk's paper, once the remaining work items had been delivered. In the interim, the Clerk to select the most cost-effective option for engagement.

10 E047 TO CONFIRM THE APPOINTMENT OF MS V ONIS

The Clerk's paper was noted and discussed.

It was resolved to confirm the appointment of Ms V Onis along with the proposed enhancement to her employment terms.

11 E048 UPDATE ON CURRENT STAFFING/EMPLOYMENT ISSUES & WORK IN PROGRESS

The Clerk's report was noted.

12 E049 COMMITTEE'S BUDGETARY REQUIREMENTS FOR 2020/21

The following areas of expenditure were identified as being proper to the Committee:-

- Salaries and related costs.
- Staff training.
- Employing an Apprentice for the Grounds Team.

The Clerk noted that a salary review was needed for all staff. Cllr Seabrook and the Clerk to discuss cost models with the Finance Officer.

13 E050 DISCIPLINARY PROCEDURE – REPORT AND ACTIONS REQUIRED IN RELATION TO AN INCIDENT THAT OCCURRED ON FRIDAY 30th AUGUST 2019 INVOLVING TWO MEMBERS OF STAFF AND A MEMBER OF THE PUBLIC

Cllr Symonds gave an update on the progress of the investigation into this matter, noting that it should be completed on the 19th September 2019, with a report for the Committee to follow shortly after that.

Responsibilities for the next stage of the procedure were agreed.

14 E051 DATE OF THE NEXT MEETING – TO BE AGREED

There being no further business, the meeting closed at 19:15.

