

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT TOWN HALL ON WEDNESDAY 24TH JANUARY 2024 AT 6PM

PRESENT: Barry Darch (Chair)
Colin Hill
Christine Wheeler
Jeff Harris
Richard Stubbings
Stevie Bubb

IN ATTENDANCE: Paul Cunningham (Town Clerk)

MEMBERS OF THE PUBLIC: 0

1. TO RECEIVE APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Birrell.

2. TO RECEIVE DECLARATIONS OF INTEREST OR ANY GRANTING OF DISPENSATIONS IN RELATION TO ANY DISCLOSABLE PECUNIARY INTERESTS IN ITEM ON THE AGENDA (REQUESTS FOR DISPENSATIONS TO BE SUBMITTED TO THE CLERK IN ADVANCE)

There were none.

3. TO ACCEPT FOR ACCURACY AND ADOPTION THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 13TH DECEMBER 2023

RESOLVED To accept for accuracy and adoption the minutes of the Personnel Committee meeting held on Wednesday 13th December 2023.

4. TO CONSIDER REVISED PERSONNEL POLICIES AND PROCEDURES FOLLOWING THE RECENT EXTERNAL AUDIT OF THESE DOCUMENTS

Councillors considered the revised draft of the following six policies / procedures: Disciplinary procedure; Employee Handbook; Equality & Diversity Policy; Grievance Procedure; Recruitment Policy; Template Contract of Employment.

Chair proposed that, subject to typographical errors being corrected, the six documents be recommended to full council for approval. This was seconded by Cllr Wheeler, a vote was taken which was in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the revised Disciplinary procedure; Employee Handbook; Equality & Diversity Policy; Grievance Procedure; Recruitment Policy; Template Contract of Employment.

Signed:..... 8th March 2024
Personnel Committee Chair

5. TO CONSIDER A DRAFT CAPABILITY POLICY

Councillors considered the draft policy and procedure. Chair suggested the following changes to the document:

Procedure: 3.6: replace 'Chairman of the Council' with 'Mayor'.

3.7 & 3.8: replace 'by the Appeals Committee of the Council (if one exists) or the remaining' with 'three'.

Chair proposed that the draft policy, incorporating the amendments above, be recommended to full council for approval. This was seconded by Cllr Wheeler, a vote was taken which was in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the amended draft Capability Policy and Procedure.

6. TO CONSIDER REVISIONS TO THE COMMITTEE'S TERMS OF REFERENCE

Town Clerk noted that the proposed changes were to incorporate the changes to the procedures regarding grievance and disciplinary matters, and to include the capability procedure agreed at the previous item.

Chair proposed that the revised Terms of Reference be recommended to full council for approval. This was seconded by Cllr Stubbings, a vote was taken which was in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the amended Terms of Reference for Personnel Committee.

7. DATE OF NEXT MEETING

This was agreed as Wednesday 13th March 2024 at 6pm.

8. ADMISSION TO MEETING- PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 IT IS PROPOSED THAT BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED, THE PUBLIC AND PRESS LEAVE THE MEETING DURING CONSIDERATION OF THE REMAINING MATTERS.

RESOLVED That because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the remaining matters.

9. TO CONSIDER STAFFING MATTERS

Councillors considered and agreed actions concerning five staffing issues.

Signed:..... 8th March 2024
Personnel Committee Chair

**10. TO ACCEPT FOR ACCURACY AND ADOPTION THE CONFIDENTIAL MINUTES
OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 13TH
DECEMBER 2023**

RESOLVED To accept for accuracy and adoption the confidential minutes of
the Personnel Committee meeting held on Wednesday 13th December 2023.

Meeting closed at 7.13pm.

ACTION POINTS – NONE FROM PUBLIC PART OF THE MEETING

Signed:..... 8th March 2024
Personnel Committee Chair