

MELTHAM TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 5 AUGUST 2019

Present: Councillor Noon (Chair) Councillor Bampton and Councillor Haigh

Public Session – There were no members of the public present.

19/08 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

In accordance with Standing Order No.43, nominations were taken for a Chairman. Councillor Haigh nominated Councillor Noon – the nomination was seconded by Councillor Bampton. A vote was taken and by show of hands it was

RESOLVED: That Councillor Noon was elected as Chairman of the Personnel Committee to hold office until the next Annual Meeting of the Council.

In accordance with Standing Order No.43, nominations were taken for a Vice Chairman. Councillor Noon nominated Councillor Bampton – the nomination was seconded by Councillor Haigh. A vote was taken and by show of hands it was

RESOLVED: That Councillor Bampton was elected as Vice Chairman of the Personnel Committee to hold office until the next Annual Meeting of the Council.

19/09 NOTICE OF MEETING.

Public Notice of the Meeting was taken as read.

19/10 ADMISSION TO THE PUBLIC.

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it was

RESOLVED: That because of the confidential/ personal/ commercially sensitive or legally prejudicial nature of the business to be transacted, the public and the press leave the meeting during consideration of the following: -

- Item 4 to consider Councillors reasons for absence in private - as it would divulge personal information.
- Item 6 'Personnel Issues' be taken in private as it would divulge confidential /personal information.

19/11 APOLOGIES FOR ABSENCE.

No apologies for absence were received as all Councillors were present and consequently no reasons for absence had been provided.

19/12 DECLARATIONS OF INTEREST.

No declarations were made.

19/13 PERSONNEL ISSUES

That because of the confidential and personal nature of the business to be transacted, the public and the press were asked to leave the meeting.

Workloads / work priorities/ resourcing

Councillors reviewed the Clerks workload and noted the number of more complex time-consuming detailed pieces of work including the governance review which was now underway.

It was also acknowledged that Ask Meltham had impacted on workloads and that the Clerk was still dealing with a backlog of difficult legacy issues.

Arrangements for annual appraisal

It was agreed that the Chair and the Clerk plan for the Clerks appraisal to take place in September and the results to be reported back to the Committee

Technology

The Clerk confirmed she had made no further progress on obtaining a quote for a larger capacity printer that could handle the volume of printing but would do so.

Loan working risk assessment

The Clerk summarised the findings of a loan working risk assessment and the recommended actions including provision of a stable type office door, changes in working practices, security alarms and CCTV. The Clerk confirmed that the firm who had carried out the assessment were providing quotes for the hardware and the Chair suggested that quotes from other suppliers should also be considered. The Clerk said she would report back to a later meeting with this further information.

Review of hours worked, and leave taken.

Councillors reviewed the information detailing the hours worked by the Clerk and holidays taken and it was noted that additional hours were accrued in the spring due to year end, the annual meeting and the elections in May but that the Clerk had subsequently taken TOIL to reduce these. It was suggested that the Clerk work at home for more hours per week in order to concentrate on more complex pieces of work and the Clerk suggested that people rarely visited the office on Wednesdays and that this therefore seemed a good day for home working.

The Clerk also briefed Councillors on some complex personnel issues and it was agreed that further enquiries should be made, and the matter brought back to the next Committee for consideration.