

## FERNDOWN TOWN COUNCIL

### Minutes of the Personnel Committee meeting held on Tuesday 18 January 2020 7.00pm via Zoom.

Present: Councillors: Lugg (Chairman), J Robinson, M Willis, and L Wilson.  
Officers: L Harrison (Town Clerk)

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| <b>P/084</b> | <b>Apologies for absence</b><br><br>None.   |
| <b>P/085</b> | <b>Declarations of interest and dispensations</b><br><br>None.  |
| <b>P/086</b> | <b>Public participation</b><br><br>None.  |
| <b>P/087</b> | <b>Minutes of Personnel Committee meeting 9 November 2020.</b><br><br>Cllr Wilson proposed that the minutes of the meeting held on 9 November 2020 be agreed as a true and accurate record of proceedings and be duly signed by the Chairman when appropriate, seconded by Cllr Robinson and agreed by all.<br><br><b>Resolved - the minutes of the meeting held on 9 November 2020 were agreed as a true and accurate record of proceedings and were to be duly signed by the Chairman when appropriate.</b> |
| <b>P/088</b> | <b>Update from the Town Clerk in relation to staff allowances</b><br><br>The Town Clerk confirmed she had informed all relevant staff of the HMRC home working tax allowance.<br><br>The Town Clerk requested a work mobile phone. Cllr Willis proposed that the Town Clerk was provided with a work mobile phone with a monthly contract cost of a maximum of £30 per month, seconded by Cllr Robinson   |

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|                     | <p>and agreed by all.</p> <p><b>Resolved: the Town Clerk was to be provided with a work mobile phone with a contract cost of a maximum of £30 per month.</b></p>  |
| <p><b>P/089</b></p> | <p><b>Exempt business</b></p> <p>Cllr Robinson proposed to exclude the press and public in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960 on the grounds that the following items being considered involved the disclosure of confidential personnel information seconded by Cllr Wilson and agreed by all.</p> <p><b>Resolved – exclusion of press and public in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960 on the grounds that the following agenda items being considered involved the disclosure of confidential personnel information.</b></p>   |
| <p><b>P/090</b></p> | <p><b>Town Clerk probation review</b></p> <p>The outcomes from the probation process were noted.</p> <p>The role of Administrator for KGV Field Charity currently being undertaken by the Town Clerk was discussed. The Town Clerk confirmed she had spoken to both Council and Charity Internal Auditors and both had confirmed that the Administrator and Town Clerk roles should not be separated as the roles if undertaken by one person ensured continuity between both organisations in the same way as the councillor and trustee roles and there was no conflict of interest. The Town Clerk also stated she had been undertaking the Administrator’s role since her appointment, was making progress in the backlog of work especially in relation to health and safety issues and staff management and wished to continue with this role. This was noted by the Committee.</p> <p>The electronic folder system was discussed. Cllr Lugg proposed to recommend to Full Council that the “SharePoint” electronic folder system was to be used by all staff and councillors as an access point for council documents, seconded by Cllr Robinson and agreed by all.</p> <p><b>Resolved: recommend to Full Council that the “SharePoint” electronic folder system was to be used by all staff and councillors as an access point for council documents.</b></p> |

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|              | <p>The report by the Town Clerk in relation to her Community Governance course was noted.</p> <p>The Town Clerk confirmed she was in the process of setting up the Town Mayor and Chairman of the Personnel Committee as points of contact on the external HR system.</p>  |
| <b>P/091</b> | <p><b>Line management of the Town Clerk/RFO/Administrator</b></p> <p>It was agreed that the Chairman and Vice Chairman of the Personnel Committee were to supervise the Town Clerk's annual leave and TOIL going forward.</p>  |
| <b>P092</b>  | <p><b>Staff review process</b></p> <p>Council's current statements of main terms employment were discussed and it was agreed that the current statements were to be adapted to fall in line with the external HRs template statements of employment as part of the staff review process.</p> <p>The job descriptions were discussed. Cllr Lugg proposed to approve all the job descriptions with one amendment (the role name for the Deputy Clerk JD changed to Assistant Town Clerk), seconded by Cllr Robinson and agreed by all.</p> <p><b>Resolved: all the job descriptions with one amendment (the role name for the Deputy Clerk JD changed to Assistant Town Clerk) approved.</b></p> <p>The variations in responsibilities as a result of the new job descriptions were discussed. Cllr Robinson proposed a budget of £650 for DAPTC to undertake a benchmarking exercise of the Town Clerk/RFO/Administrator role and all those staff affected by the staff review process, seconded by Cllr Wilson and agreed by all.</p> <p><b>Resolved: a budget of £650 for DAPTC to undertake a benchmarking exercise of the Town Clerk/RFO/Administrator role and all those staff affected by the staff review process.</b></p> |
| <b>P/093</b> | <p><b>Governance documents</b></p> <p>The documents were discussed. Cllr Lugg proposed to adopt the following</p>  |

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|                     | <p>policies:</p> <p>Performance Management Policy<br/> Recruitment, Selection, and Induction Policy<br/> Staff and Councillor Training and Development Policy<br/> Disciplinary Procedures<br/> Capability Procedures<br/> Home Working Policy with one amendment (insert sentence “This Policy is superseded by relevant government legislation”)<br/> seconded by Cllr Willis and agreed by all.</p> <p><b>Resolved: the Performance Management Policy, Recruitment, Selection, and Induction Policy, Staff and Councillor Training and Development Policy, Disciplinary Procedures, Capability Procedures and Home Working Policy with one amendment (insert sentence “This Policy is superseded by relevant government legislation”) were adopted.</b></p> |
| <p><b>P/094</b></p> | <p><b>Staff leave and sickness from 1 April 2020 to 18 January 2021</b></p> <p>The Committee noted the verbal update from the Town Clerk in relation to sick and annual leave and agreed that during the pandemic all staff were to carry over 5 days annual leave into the next year.</p>   |
| <p><b>P/095</b></p> | <p><b>Date of next meeting and close of meeting</b></p> <p>The Chairman thanked everyone for their attendance and participation and closed the meeting at 8.35pm.</p>  |