



MINUTES OF PERSONNEL COMMITTEE MEETING HELD WEDNESDAY 22ND MAY 2019

PRESENT: Cllr C Dean (Chair of Committee), Cllr G Baum, Cllr M Beal, Cllr A Brown, Cllr D Johnson and Cllr I Martin & the Clerk

Cllr C Dean welcomed the Cllrs and the public and opened the Personnel Committee meeting at 8.21pm.

HR.1/2019 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

The Committee were all present.

HR.2/2019 TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS FROM MEMBERS AND CONSIDER ANY DISPENSATION REQUESTS

None had been received by the Clerk prior to the meeting and none were declared.

HR.3/2019 TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD 19TH MARCH 2019 AND PREVIOUSLY CIRCULATED

The minutes of the meeting held on 19th March 2019 had been previously circulated and were presented for approval.

Cllr A Brown proposed, seconded by Cllr D Johnson, that the minutes be confirmed and signed as a true record.

RESOLVED

For: 6	Against: 0	Abstained: 0
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HR.4/2019 TO RECEIVE THE STC CURRENT EMPLOYMENT BRIEFING

Briefing packs containing the Committee Terms of Reference, the Council structure detailing delegated authority and lines of responsibility, the staff structure detailing reporting lines, all current job descriptions, the Employee Handbook and the Health & Safety Handbook were distributed to all Committee members. The Clerk requested that these folders be kept separately from the Council induction folder and retained in a safe place so they could be reused should the makeup of the Committee change in future years. This was noted.

HR.7/2019 TO RECEIVE THE CLERK/RFO'S STAFFING REPORT

The Clerk gave a brief verbal update detailing the progress of the Neighbourhood Co-Ordinator and Events Co-Ordinator in their new roles. This was noted.

HR.6/2019 TO APPROVE NEW MODEL CONTRACTS

Model contracts had been provided by the Council's employment law advisors, in line with the National Joint Councils agreed terms and conditions of service for both the Clerk/Deputy Clerk and general staff and the Clerk wished to roll these out to all existing staff. The Chair of the Personnel Committee, the Vice Chair and the Clerk had reviewed the suggested models and considered various optional clauses. The templates had been circulated to all Members for their consideration.

Cllr A Brown proposed, seconded by Cllr D Johnson, that the model contracts, noted as STC Contract 2019 and STC Contract (Town Clerk) 2019 be adopted and issued to all staff.

RESOLVED

For: 6	Against: 0	Abstained: 0
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HR.7/2019 TO CONSIDER THE DRAFT MEMBER/OFFICER PROTOCOL

The template member/officer relationship protocol, provided by the Sussex Association of Local Councils, had been circulated to all Members by the Clerk. The Committee's terms of reference dictated that a recommendation for adoption of any protocol should be made by the Committee for ratification by Full Council. In discussion it was agreed that a member of the Committee should work with the Clerk to adapt the SALC template to STC needs before presentation to Full Council.

Cllr A Brown proposed, seconded by Cllr D Johnson, that Cllr I Martin be nominated to work with the Clerk to prepare a STC Member/Officer Protocol for Full Council approval on 12th June 2019.

RESOLVED

For: 6	Against: 0	Abstained: 0
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HR.8/2019 TO ANSWER MEMBERS QUESTIONS ON PERSONNEL COMMITTEE MATTERS

Cllr D Johnson enquired as to the Clerk's progress with the Certificate in Local Council Administration qualification. The Clerk advised that she was hopeful of meeting the submission deadline of 22nd June 2019 although an extension was available should the current workload require it.

There being no other business the Chairman closed the meeting at 8.39pm.

Chairman