



MINUTES OF PERSONNEL COMMITTEE MEETING HELD WEDNESDAY 20TH NOVEMBER 2019

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

ATTENDING:

Cllr C Dean welcomed the Cllrs and the public and opened the Personnel Committee meeting at 7.32pm.

HR.9/2019 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies had been received by the Clerk from Cllr G Baum; these were recorded in the register. The Chairman was witness to the reasons given and proposed from the Chair that the apologies received be accepted.

RESOLVED

For: 5	Against: 0	Abstained: 0
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HR.10/2019 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.11/2019 TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD 22ND MAY 2019 AND PREVIOUSLY CIRCULATED

The minutes of the meeting held on 22nd May 2019 had been previously circulated and were presented for approval.

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

RESOLVED

For: 5	Against: 0	Abstained: 0
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HR.12/2019 TO DISCUSS THE DEVELOPMENT OF A STRESS MANAGEMENT POLICY AND ASSOCIATED STAFF SURVEY

The Council's HR and Health & Safety advisors, Ellis Whittam, had completed the annual H&S audit in August 2019 and had identified the lack of a stress management policy as an area which STC needed to address. The consultant had recommended using the Health & Safety Executive's toolkit on the subject which included a staff survey, results analysis tool and example policy with the advice that a survey be completed as a first step to enable the Council to identify areas of concern. These documents had been circulated to the Committee by the Clerk. The Clerk suggested that the Chair and Vice Chair of Committee work with her to implement the staff survey. The results analysis and development of a stress management policy could then be carried out by this group with the addition of the Chair and Vice Chair of Council. Cllr Johnson noted that not all stress was negative, with good pressure yielding results. This was noted.

Cllr A Brown proposed, seconded by Cllr I Martin, that the Chair and Vice Chair of Committee work with the Clerk to review and implement the stress survey.

RESOLVED

For: 5	Against: 0	Abstained: 0
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HR.13/2019 TO APPROVE THE REVISED JOB DESCRIPTION FOR THE DEPUTY CLERK ROLE

The staffing review conducted in June 2018 had suggested that the Deputy Clerk role be reorganised for clarity. The Clerk and Deputy Clerk had collaborated on the revisions and the revised job description had been circulated to Members.

Cllr A Brown proposed, seconded by Cllr I Martin, that the revised Deputy Clerk job description be approved.

RESOLVED

For: 5	Against: 0	Abstained: 0
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HR.14/2019 TO CONSIDER THE REVISION OF THE CLERK/RFO JOB DESCRIPTION

The role evaluation conducted in September 2019 had highlighted the inadequacy of the current job description against the actual responsibilities of the Clerk/RFO role and the consultant had recommended that the job description be revised. The Clerk requested that the Chair and Vice Chair of Committee be appointed to work with her on the necessary revisions.

Cllr A Brown proposed, seconded by Cllr I Martin, that in line with the Clerk's request the Chair and Vice Chair of Committee be appointed to work with her on the necessary revisions. **RESOLVED**

For: 5	Against: 0	Abstained: 0
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HR.15/2019 TO RECEIVE THE CLERK/RFO'S STAFFING REPORT

To prevent accidental disclosure of staffing matters and by virtue of Section 1.2, Public Bodies (Admissions to Meetings) Act 1960, Cllr C Dean proposed from the Chair to invoke Standing Orders 3d, 11 and 19, "that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the members of the public be temporarily excluded and they are instructed to withdraw". **RESOLVED**

For: 5	Against: 0	Abstained: 0
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The Clerk/RFO had circulated a confidential report on staffing matters to all Members and the recommendations in the report were resolved.

HR.16/2019 TO ANSWER MEMBERS QUESTIONS ON PERSONNEL COMMITTEE MATTERS

There were none.

There being no other business the Chairman closed the meeting at 8.55pm.

Chairman