



ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
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Minutes of the meeting of the Personnel Committee held on Thursday, 15 August 2019 at 9.00 am in the Town Hall, Queens Square, Attleborough

Present:

K Montague (Presiding)
Cllr B Bulmer Cllr T Crouch Cllr J Ellis
In attendance: Gina Lopes – CEO & Town Clerk

2019/07) Apologies for absence

Cllr Tyrer - Personal

2019/08) Declarations of Interest

a) To consider declarations of interest in respect of items below

None received.

b) To receive any requests for dispensation of Disclosable Pecuniary Interest

None received.

2019/09) Minutes of meeting of the Personnel Committee held on 7 June 2019

Noted for information.

2019/10) Exclusion of Press and Public

RESOLVED to exclude the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed

2019/06) Staff Matters

a) Caretaker cover, revised hours and adjustments

On the motion of Cllr Montague, seconded by Cllr Bulmer it was

RESOLVED to employ an additional caretaker/cleaner for 10 hours with flexibility, up to £9.50ph depending on applicant.

Agency worker to be considered and Members to be advised of possible agency fee, if interviewing new applicants Cllrs Montague and Crouch to progress.

ACTION: CEO/KM/TC

RESOLVED existing wooden tables no longer fit for purpose or meeting H&S regulations; some to be saved for use at the Chapel and the rest to be donated to charity.

b) Member/Officer & Member/Member Communication

Discussed disappointment regarding some Members who are not complying, despite a closed session with the LCPAS CEO.

Noted, lack of compliance by some Members actively encourages a negative culture; which is then reflected to residents that this is acceptable styles of behaviour and communication causing a lowering in the morale of staff and some Members.

c) Effective use of staff time

A short discussion took place; strong concerns were raised regarding the continuing loss of staff time spent answering relentless queries and requests from some Members about changing meeting resolutions. Noted, as costly, negative and counter-productive to achieving the objectives of the Town Council.

d) ACAS employment guidance – Noted for information

e) Use of HR Consultancy

A short discussion took place; it was

RESOLVED to request free HR 'Health Check' from Lovewell Blake to be scheduled as soon as possible.

f) Any Other Urgent Staff Matters - None

Meeting closed at 11.05 am