



ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
Tel: 01953 456194 - email: enquiries@attleboroughtc.org.uk

**Minutes of the meeting of the Personnel Committee
Held on Monday, 10 September 2018 at 2.00pm
in the Town Hall, Queens Square, Attleborough**

Present:

Cllr T Crouch Cllr K Montague Cllr J Williams Cllr V Dale

2018/01) Election of Committee Chairman for the year 2018-19

On the motion of Cllr Montague, seconded by Cllr Williams, it was
RESOLVED to elect Cllr Crouch as Committee Chairman for municipal year 2018/19

2018/02) Apologies for absence

Apologies for absence were received and accepted as below:

Cllr B Bulmer - work
Cllr R Bond - work

2018/03) 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

2018/04) Minutes of meeting of the Personnel Committee held on 4 May 2018

Noted for information

2018/05) 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

2018/06) Staff Matters

a) Senior Grounds person – 6 month review – Cllr Crouch and Cllr Montague reported a meeting had been held with Mr Smart and the Clerk to review his position as Senior Grounds person and a brief confidential written report was circulated. Use of the Council van was briefly discussed; members agreed this could not be used for commuting by staff. On the motion of Cllr Dale, seconded by Cllr Montague, it was
RESOLVED to approve the recommendations in confidential report (Attachment A) and that Mr Smart is the permanent Senior Grounds person.

ACTION: CLERK

b) Update on new ground staff – All agreed that Mr Smart and his staff were working well with no issues. Grave digging training for new staff was briefly discussed and agreed this should be reviewed at a later date. The Clerk confirmed that three month appraisals would be completed shortly. There was some discussion regarding grounds staff hours

and whether these should be increased or if there was a need for another grounds person. Agreed to review in Spring 2019.

ACTION: CLERK

c) Clerk's job title – Members felt that the title “Chief Executive Officer” was more appropriate for the management role that the Town Clerk performs. It was noted that this title was in use by many other senior Clerks. The term “CEO” was familiar to external and business contacts and better understood by the general public. The historic use of the term “Clerk” was also noted.

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

RESOLVED that the Town Clerk will use the title “Chief Executive Officer & Town Clerk” with immediate effect.

ACTION: CLERK/ALL CLLRS

d) Staff Organisation and additional post – The Town Clerk presented a short report on proposed staffing which was considered. Concern was raised regarding the cost of an additional staff member and whether there was a need at this time. The Office Assistants to keep detailed timesheets for a sample two week period to enable Councillors to understand their tasks and current workload. Market cover was briefly discussed and to be reviewed in the Spring. Amended job titles of office staff can be progressed by the Clerk subject to their agreement.

ACTION: CLERK

e) Welfare facilities and duty of care to staff – The lack of welfare facilities for the staff was considered. Grounds staff require a shower and toilet under H&S and refurbishing the existing broken toilet at the Chapel had been investigated by the Clerk. Additionally the staff kitchenette at the Town Hall was inadequate for the number of staff which included use by the Citizens Advice Bureau.

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

RESOLVED the staff kitchenette at the Town Hall can be refurbished at a cost of £2785.00

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

RESOLVED to approve total cost of £5,773.00 for a new toilet and shower at the Chapel; the Clerk to source a second quote and use whichever contractor is cheaper

ACTION: CLERK

f) Staff hours and Christmas closing – There was some discussion regarding Christmas closing of the Council office. It was confirmed by the Clerk that time taken off would be annual leave. It was noted that many other Councils had a period of Christmas closing. Members agreed that they were willing to be available if required during this time.

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

RESOLVED the Town Council office would be closed from Monday, 24 December 2018 and re-open Wednesday, 2 January 2019.

g) Staff budget – The Clerk advised that initial work on the next financial year's budget would soon commence. Agreed the Clerk would review the Staff budget with the Committee Chairman.

ACTION: CLERK/TCh

h) Any other matters – Cllr Crouch raised concern that during visits to the Council Office he had become aware of the staff being subject to harassment and verbal abuse from certain people. Cllr Crouch asked other members for support for the staff and for their suggestions. Cllr Dale agreed that staff were “in the firing line” and suggested a notice be posted on the Council website advising that abusive behaviour would not be tolerated. The Clerk reminded members of their duty of care to their employees.

ACTION: CLERK/ALL CLLRS

Meeting closed at 3.30pm