



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 Wednesday, 14 November 2018 at 9.30am
in the Town Hall, Queens Square, Attleborough**

Present:

Cllr T Crouch
Cllr V Dale

Cllr K Montague
Cllr B Bulmer

Cllr J Williams

2018/07) Apologies for absence

Apologies for absence were received and accepted as below:

Cllr R Bond - work

2018/08) 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

2018/09) Minutes of meeting of the Personnel Committee held on 10 September 2018

Minutes of meeting of the Personnel Committee held on 10 September 2018 were noted

2018/10) 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.

2018/12) Staff Matters

a) Office staff hours and duties –

Office staff timesheets, compiled for a sample two week period, were considered and briefly discussed. Some members raised concern regarding the current pressure and workload of staff and the lack of adequate breaks; they emphasized Councillors duty of care to the Council employees. Members expressed concern that some Councillors seemed unaware of the current situation in relation to staff, particularly those in the Office, and there was an apparent lack of support from some for the staff which was unacceptable. Members were disappointed that some less informed Councillors were questioning the required appointment of additional staff. It was noted that all office staff are required to carry out multiple roles and that the reception duties were very time consuming. The CEO/Clerk suggested Councillors have a tour of all open spaces and also spend a day in the Council office to enable a greater understanding of the roles performed by all the staff

ACTION: ALL CLLRS

b) Grounds staff hours and duties –

There was a brief discussion regarding duties carried out by grounds staff and, in particular, the recent introduction of grave-digging duties. There was also consideration of current training requirements especially for the newer staff. Again it was noted that staff are often working beyond their contracted hours of 37.5 hours.

c) Staff Organisation and additional posts –

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

RESOLVED unanimously to appoint a full-time receptionist/assistant and the CEO/Clerk to progress recruitment, interviewing and appointment with the Committee Chairman, Cllr Crouch asap.

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

RESOLVED unanimously to appoint a new full-time grounds person, recruiting in January with a proposed start date in March 2019, the CEO/Clerk to progress with the Committee Chairman, Cllr Crouch.

ACTION: CEO/TCh

Both appointments to be within the current entry salary range for each role.

d) Welfare facilities and duty of care to staff –

The CEO/Clerk confirmed that the staff kitchenette at the Town Hall has been refurbished and both staff and Citizen Advice volunteers were pleased.

Improved welfare facilities at the Chapel were scheduled for early December, however, regrettably there has been delay caused by UK Power in connecting the electricity and hot water could not be provided until this is completed.

e) Any other matters –

There was a very brief discussion regarding a recent incident at the cemetery.

Meeting closed at 11.10am