



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 Monday 13th September 2021 at 7.00pm at the Town Hall**

Present:

Cllr A Westby (Presiding)
Cllr P Leslie Cllr Tyrer Cllr Dale Cllr Ellis

038.2021) Apologies for absence

None received – All councillors were present.

039.2021) 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

040.2021) Minutes of meeting of the Personnel Committee held on 29th June 2021

On the motion of Cllr Vera Dale, seconded by Cllr Edward Tyrer, is was

RESOLVED to accept the minutes of the Personnel Committee meeting held 29th June 2021.

041.2021) Exclusion of Press and Public

On the motion of Cllr Joe Ellis, seconded by Cllr Eddie Tyrer, it was

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.

Following the exclusion of the press and public Cllr Edward Tyrer suggested that there may be items within these meetings that could be openly discussed before excluding the press and public. Cllr Andy Westby said he would review future agendas to see what could be discussed openly and also suggested that he give a statement on the items of business to be discussed after the public are excluded in each meeting, without divulging sensitive or confidential information. Committee members agreed this would help the Personnel Committee be more transparent.

042.2021) Staff Vacancies

Discussion on feedback from staff and the Council's current staffing requirements.

On the motion of Cllr Philip Leslie, seconded by Cllr Andy Westby, is was

RESOLVED to set the staffing level of the Council to the following:

Town Clerk, Assistant Town Clerk, Receptionist & Administrative Assistant,
Senior Grounds Person, x3 Grounds Persons, x2 Part Time Caretakers.

On the motion of Cllr Andy Westby, seconded by Cllr Edward Tyrer, is was

RESOLVED to authorise the Personnel Committee to advertise, interview and appoint vacancies on a like for like basis at the set staff level.

043.2021 Staff Matters

Discussion on staff training needs and support. Norfolk Parish Training & Support advised that the new Town Clerk should be allowed 6 months to settle into her role before received CiLCA training.

On the motion of Cllr Andy Westby, seconded by Cllr Vera Dale, is was **RESOLVED** to authorise Norfolk Parish Training & Support CiLCA training for the Town Clerk once she has been employed for approximately 6 months.

A list of staff training requirements and quotations for this training is to be prepared by the Town Clerk and Cllr Philip Leslie ready for next months Personnel Committee meeting.

Discussion on equipment needs or upgrades required by the grounds staff, including a potential electric van to replace the current diesel vehicle. Cllr Philip Leslie will work with the Senior Grounds Person and Town Clerk to produce an equipment list, together with any relevant quotations for the Personnel Committee to consider. The Personnel Committee will then prepare a recommendation for the Council to consider at a Full Council meeting.

044.2021 Chairman's report to full council

Cllr Andy Westby discussed his report and advised his final report will be emailed to committee members prior to Octobers Council meeting.

Meeting closed at 8.10pm