



Minutes of the Personnel Committee Meeting on Thursday 20th December 2018

Present

Chairman: Cllr Squire
Councillors: Burrows, Read and Sanham
In attendance: Town Clerk

59. Apologies for Absence

Apologies were received and accepted from Cllr Chadwick.

60. Declaration of Interest

Councillor Burrows declared a Personal Interest as an East Devon District Council (EDDC) Councillor.

61. Public Question Time

There were no members of the public present

62. Minutes of the previous meeting

Cllr Squire asked for updates on actions arising to be covered as the minutes were reviewed.

Discussion took place around:

- The feedback from EDDC to come back to the January meeting
- The fact that the mobile telephone was in the process of being purchased
- There being a limited choice of body cameras for £70 or under and that one had been sourced but it has limited memory
- The Dog Warden to save footage with the office where there are incidents that require being saved
- The need to purchase an additional memory card

The Committee **RESOLVED** to purchase an additional memory card for the Body Camera
(moved Cllr Squire)

The Committee **RESOLVED** to approve the minutes of the Personnel Committee meeting on Thursday 29th November 2018.
(moved Cllr Read; seconded Cllr Sanham)

63. Policy Review Timetable

Discussion took place around:

- A timetable for reviewing policies falling under the remit of the Personnel Committee
- How often policies should be updated
- The fact that Policies would be reviewed earlier than the schedule if there was a relevant legislation change

- Reviewing the Staff Handbook would flag up whether any additional policies need to be put in place such as Lone Working, Flexible Working, Recruitment and Selection or Pensions

The Committee **RESOLVED** that:

- a) The timetable for review of relevant Personnel Policies is as follows:
 - Health and Safety Policy – January 2019
 - Staff Handbook – February 2019
 - Grievance Policy – March 2019
 - Training Policy – April 2019
 - Disciplinary Policy – May 2019
 - b) All Personnel Policies are reviewed every two years unless a relevant legislation change comes into effect, when the Policy will be reviewed as and when appropriate; and
 - c) All current policies are put onto headed paper and uploaded to the website as soon as possible
- (moved Cllr Squire; seconded Cllr Read)

64. Staff and Councillor's Event

Discussion took place around:

- Each member of staff being given a bottle of something and a card for Christmas on behalf of the Council. Cllr Burrows confirmed that he had given each member of staff a Christmas present
- Whether Christmas cards had been sent to relevant people and organisations from the Council. Cllr Burrows confirmed that he had sent out a number of Christmas cards as the Chairman
- The need to draw up a list of who to send Christmas cards to in 2019

The Committee **RESOLVED** that the Town Clerk contact all Councillors to ascertain if they are available to attend an event with staff on Monday 14th January 2019 at 2.30pm. If availability is good then all staff be invited to attend.

(moved Cllr Squire; seconded Cllr Sanham)

65. Meeting Dates

The Committee **RESOLVED** that the meeting dates currently scheduled for the 21st February and 21st March 2019 are changed to 28th February and 28th March 2019.

(moved Cllr Squire; seconded Cllr Read)

66. Confidential Items

The Chairman moved, and the Committee **RESOLVED** that in accordance with the Councils Standing orders the press and public be excluded from the meeting during the discussion of agenda items 09 to 12 as there was likely to be disclosure of confidential information as matters were being discussed that could identify individual(s).

67. Minutes

The Committee **RESOLVED** to approve the confidential minutes of the meeting on Thursday 29th November 2018.

(moved Cllr Sanham; seconded Cllr Read)

68. First Aid Training

The Committee **RESOLVED** that the Town Clerk bring an update back to the next meeting of the Personnel Committee
(moved Cllr Squire)

69. Update on Actions Arising

The non-confidential updates had been covered earlier in the meeting

70. Staffing Matters

Cllr Burrows left the meeting part way through this agenda item

The Committee considered the paper on staffing matters and **RESOLVED** to agree the recommendations in the report

(moved Cllr Squire)

The Committee **RECOMMENDED** to Council that it reconsiders the Social Media policy in light of recent events

(moved Cllr Squire; seconded Cllr Sanham)

The meeting ended at 8.20pm

Chairman: _____

Dated: _____