

NAILSWORTH TOWN COUNCIL
Minutes of PERSONNEL COMMITTEE
held at Town Hall, Nailsworth
on Wednesday 15th March 2017

Present	Cllr Jonathan Duckworth (Town Mayor) Cllr Sally Millett Cllr Sue Reed Cllr Ron Kerby
Apologies	Cllr Angela Norman Cllr Anne Elliott (Chair)

1. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

As Cllr Anne Elliott (Chair) was not able to attend, the Mayor took the Chair.

	Action
<p>2.Review of updated policies</p> <p>Safeguarding – Cllr Sally Millett has sent draft to Cllr Anne Elliott for comments and will send to Clerk afterwards for further comments.</p> <p>Cllr Jonathan Duckworth advised that all the policies should reflect the same language, terms and formatting to ensure consistency throughout. ACTION: Clerk to ensure document consistency and Personnel Cttee to have a moderating exercise to ensure all are similar.</p> <p>Grievance Policy – Cllr Ron Kerby has looked at the existing policy, researched other councils plus taken advice from an HR manager. All roles are by job title and not name. Timescales are outlined and a section has been added to cover former employees.</p> <p>There was a discussion about extending timescales for action to take into account cllrs who work fulltime.</p> <p>ACTION: Cllr Sue Reed to investigate how long an ex-employee has to raise a grievance and will email this information to Cllr Ron Kerby</p> <p>After further discussion, it was agreed to include the following: "If the Mayor/Deputy Mayor is involved in the process, at the beginning of the process NTC will appoint an alternative person with the appropriate skills to hear the appeal"</p> <p>Equality & Diversity Policy – A copy was circulated and changes made to reflect the practicalities of delivering the aims of the policy. Throughout the document the sense is to be changed from 'will' to 'aim to'.</p> <p>ACTION: Clerk to update and circulate to cttee</p> <p>All other policies including Attendance & Open Spaces are work in progress to be tackled at future meetings.</p>	<p>Clerk/all Cttee members</p> <p>Sue R/RK</p> <p>RK</p> <p>Clerk</p>

<p>3.Review of Code of Conduct Cllr Jonathan Duckworth asked the Cttee to consider what NTC want to achieve from this review?</p> <p>After some discussion, the Cttee agreed a perfect Code of Conduct should</p> <ul style="list-style-type: none"> - encourage team working - Aspire and promote Nolan principles - Clear procedure/way of working - Include the public's perception of a cllr's activities and emphasize this more strongly so that public are reassured of NTC's commitment to Transparency (no matter what the legal position is) <p>The current code was written by SDC and was adopted by NTC with some alterations.</p> <p>The Cttee decided to look at Frome Town Council's Code and others to compare</p> <p>ACTION: Cttee to look at current Code, compare to others and return to this at next meeting. Cttee to consider what they want the Code of Conduct to achieve.</p>	All
<p>4.Date of next meeting TBC</p>	

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Chair

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Date