

NAILSWORTH TOWN COUNCIL
Minutes of PERSONNEL COMMITTEE
held at Town Hall, Nailsworth
on Tuesday 1st August 2017

Present	Cllr Anne Elliott (Chair) Cllr Sally Millett Cllr Sue Reed Cllr Ron Kerby Cllr Angela Norman Cllr Jonathan Duckworth (Town Mayor) – <i>arrived late</i>
Apologies	

1. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Items 3 and 4 were moved to the end of the meeting to allow the Clerk to leave for the Personnel committee's discussions.

	Action
<p>2. Update on Review of Council Policies and regulations Committee members have been reviewing and updating existing or draft policies. The committee went through the list of policies to be completed and Cllr Anne Elliott suggested documents circulated to Personnel committee members for comments first.</p> <p>Cllr Jonathan Duckworth to draft councillor resignation procedure.</p> <p>All policies to be sent to the Clerk by 31st August to be ready for the next Personnel committee meeting on 8 September.</p> <p>Clerk to forward log in to GAPTC website again to cllrs so they can access policy templates.</p> <p>Disciplinary Policy: Cllr Sally Millett/Cllr Anne Elliott to set a date to complete this together.</p> <p>Code of Conduct, Standing Orders and Financial Regulations: Cllr Sue Reed/Cllr Angela Norman to look at these in the light of discussions earlier in the year. To be drafted by 3rd October for Personnel committee.</p>	<p>JD</p> <p>All</p> <p>Clerk</p> <p>SM/AE</p> <p>SR/AN</p>
<p>3. Staffing Review Working Party <i>* The Clerk left the room for part of this discussion</i> The Personnel committee has been asked by Full Council to set up a Working Party to undertake a staff review and report back with recommendations to the Full Council meeting on 19 September.</p> <p>Last year's Staffing Review was carried out by the Chair of the Personnel committee, two councillors, the Clerk and the Locum Clerk.</p> <p>The Deputy Clerk still works 15hrs per week at the Canal Trust and this will finish in September/October.</p>	<p>Clerk</p>

<p>A Working Party consisting of Cllrs Anne Elliott, Sally Millett, Jonathan Duckworth and the Clerk was appointed by the committee.</p> <p>ACTION: Working Party to examine tasks carried out by office staff and any shortfall. WP to meet on Tuesday 29 August at 11am in the Council Chamber and present their findings to the Full Council meeting on Tuesday 19th September.</p>	AE/SM/JD/Clerk
<p>4. To consider Clerk and Deputy Clerk starting CiLCA qualification</p> <p><i>* The Clerk left the room for this discussion</i></p> <p>The committee discussed the advantages of the Clerk/Deputy Clerk gaining the CiLCA qualification. It was decided that it would put less pressure on office staff time if the Clerk qualified first. The Clerk was asked to look into starting CiLCA in early 2018.</p>	Clerk
<p>5. Confidential item (item 6)</p>	
<p>6. To review a 'volunteer agreement'</p> <p>This item was discussed in Full Council and referred to the Personnel committee.</p> <p>There was some discussion about the details of the document and the commitment and qualifications needed from volunteers.</p> <p>It was agreed to add a reference to 'toolbox talks' to be given by a nominated experienced person in the volunteer group.</p> <p>Cllr Sue Reed would ask the new volunteers on the Primary School garden project their views on the 'volunteer agreement'.</p> <p>Review date to be recorded on the document.</p> <p>Feedback to be finalised at next Personnel meeting in September.</p>	Clerk Sue R
<p>7. To consider frequency of Personnel committee meetings: ad hoc or scheduled?</p> <p>Two further meeting dates were decided.</p>	
<p>Date of next meetings: Friday 8th September 2017; Tuesday 3rd October 11am</p>	

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Chair

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Date