

Minutes of a meeting of the **Personnel Committee** of **Bingham Town Council**, held in The Old Court House, Church Street, Bingham, on **Tuesday, 23rd May, 2017**, at **7.15 p.m.**

PRESENT:

Councillor Mrs K Vallance (Previous Chair)
“ Mrs. T. Kerry
“ R. Bird
“ A. R. Harvey
“ G. Davidson
“ K. Hayes-Heath
“ F. Purdue-Horan
“ Mrs. J. Costello

1.00 APPOINTMENT OF CHAIR

Councillor Mrs. T. Kerry was **PROPOSED** as Chair by Councillor A. R. Harvey and was **SECONDED** by Councillor G. Davidson. Councillor Mrs. T. Kerry was, therefore, duly elected as Chair.

2.00 APPOINTMENT OF VICE CHAIR

Councillor G. Davidson was **PROPOSED** as Vice Chair by Councillor A. R. Harvey and was **SECONDED** by Councillor R. Bird. Councillor G. Davidson was, therefore, duly elected as Vice Chair.
No declarations of interest.

3.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE

There were no apologies for absence.

4.00 DECLARATIONS OF INTEREST

There were no declarations of interest.

5.00 TO APPROVE AND SIGN THE MINUTES

The minutes of the Personnel meeting held on the 18th April, 2017, Folios 8618/8620, were taken as read, approved and signed by the Chair as a correct record.

6.00 MATTERS ARISING

There were no matters arising.

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7.00 EMPLOYMENT POLICIES AND PROCEDURES

- A) Bullying and Harassment
- B) Whistleblowing
- C) Equal opportunities statement
- D) Staff Welfare
- E) Street in the workplace
- F) Staff handbook
- G) Grievance procedure
- H) Complaints procedure

Members discussed the need to update or put in place all items A to H. It was:-

It was agreed that items G and H were the priority and these would all be added to a staff handbook. It was also agreed that Councillor Kerry would work with HR to form suitable policies.

8.00 PERFORMANCE REVIEW - UPDATE

The Office Manager updated members that Mrs Sadler's outstanding performance review was scheduled to be completed by 2nd June 2017.

9.00 STAFF TRAINING - UPDATE

Mrs Riddle's CILCA course place had been postponed due to staffing levels. The Office Manager was to look at online courses as an alternative.

The Office Manager updated members on an Allotments Course for July 2017, run by NALC. One place had been booked for a member of staff to attend.

Members noted that no local monuments courses had been located. The testing was not yet due to take place so this would be looked at by the new Town Clerk.

10.00 PAYSCALES

It was discussed that movement up the pay spines, within bands, was currently not performance related. A performance review each year that would quantify if targets had been met would be required to make movement performance related. It was agreed that Councillor Kerry would look into performance reviews and report back to the next meeting of the Personnel Committee.

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11.00 APPOINTMENTS TO WORKING GROUPS

Councillor G. Davidson was appointed the Personnel Committee representative for the Constitution Working Group.

12.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

PRIOR TO THE COMMENCEMENT OF THE FOLLOWING BUSINESS, THE FOLLOWING RESOLUTION WAS PROPOSED, SECONDED AND CARRIED:

“In view of the confidential nature of the business about to be transacted, the Press and public be excluded from the remainder of the meeting.”

The following matters were discussed:-

- 01 DATA PROTECTION**
- 02 UPDATES ON COMPLAINTS AND GRIEVANCE MATTERS**
- 03 STAFFING ISSUES**

As there was no further business to discuss, the meeting closed at 8.15 p.m.

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CHAIRMAN

Date: