

## **CHIPPENHAM TOWN COUNCIL PERSONNEL SUB COMMITTEE**

Minutes of a meeting of the Personnel Sub-Committee held at the Town Hall, High Street, Chippenham on Thursday 1<sup>st</sup> February 2018 at 4pm.

**COUNCILLORS:** Desna Allen                      Richard Bambury  
                         Jenny Budgell                      Teresa Hutton  
                         Andy Phillips                      Sandie Webb (Chairman)

**OFFICERS:** Mark Smith (Chief Executive)  
                         Adrian Jones (Deputy Chief Executive)  
                         Charlotte Starkie (Head of Finance and Administration)

### **PUBLIC QUESTION TIME**

There were no written or verbal questions and no public attended the meeting.

#### **45. APOLOGIES FOR ABSENCE**

No apologies were received.

#### **46. DECLARATION OF INTEREST**

No declarations of interest were received.

#### **47. MINUTES**

The minutes of the meeting held on Thursday 9<sup>th</sup> November 2017 were approved as a correct record and signed by the Chairman.

#### **48. CHAIRMAN'S ANNOUNCEMENTS**

Councillor Sandie Webb thanked the Chief Executive for the work that has been undertaken to create a Councillors' office in the Town Hall. It demonstrated that the Council was being innovative and the room was being used.

#### **49. TRAINING AND DEVELOPMENT UPDATE**

Councillors received a report from the Head of Finance and Administration on the training recently undertaken by staff. The next meeting will include a report on training undertaken by Councillors.

#### **RESOLVED that:**

Councillors note the report.

**50. STAFF STRUCTURE AND RECRUITMENT UPDATE**

Councillors received a report from the Head of Finance and Administration on the amendments that had been made to the staffing structure following recruitment and regrading of some positions. An up to date organisational chart was provided.

The Head of Finance and Administration gave the meeting a verbal update on work that had been done across the Council amongst the managers to create a more positive and inclusive culture and that work was ongoing to cascade some new ways of working to all staff. Further work would be done to improve the recruitment process and the performance management system. A further report and presentation would be brought to the meeting in June 2018.

**RESOLVED that:**

Councillors note the report.

**51. NEIGHBOURHOOD PLANNING OFFICER APPOINTMENT**

Councillors received a report from the Chief Executive on the intended appointment of a full time (2 years fixed term) Planning Officer to prepare and assist the Council with the delivery of a Neighbourhood Plan for Chippenham. A Job Description had been prepared, a job evaluation had been undertaken on the post and it was intended that the post be advertised immediately.

**RESOLVED that:**

Councillors note the report.

**52. OUT OF HOURS AND EMERGENCY CONTACT POLICY**

Councillors received a report from the Deputy Chief Executive on a proposal to introduce an out of hours emergency contact policy and scheme. This scheme would enable the Council to be equipped to deal with emergencies, and to deal with enquiries of an important nature that are passed to the Council by other agencies and responders beyond the standard working hours.

Councillors considered the report and all agreed that it was a necessary and welcome introduction and that the Council could now be a potential refuge in times of emergency. In addition, the contact system aligned with the Purple Flag initiative of making the town centre a safer environment. Councillors also asked that a system be introduced to cascade relevant information to Councillors at times of emergency or similar.

**RESOLVED that:**

- i. An out of hours emergency contact system be introduced.
- ii. That the proposed rates, of pay as illustrated in the report, are agreed.

- iii. That authority be delegated to the Deputy Chief Executive to finalise the policy and implement amongst the identified staff who will be on the register.
- iv. To introduce a system that enables information to be cascaded to Councillors at the relevant juncture.

**53. AMENDMENT TO THE ESTABLISHMENT LIST WITHIN THE VENUES TEAM**

Councillors received a report from the Deputy Chief Executive on a proposed change to the establishment of the venues team following an internal appointment from a part time post into a full time post. It had been identified that the Council would benefit from the employment of a member of staff with technical skills to work with the substantial technical equipment within the Neeld. Whilst the Council would continue to rely on additional expert technical support for certain shows and events that this part time Technical/Duty Officer be added to the establishment list.

**RESOLVED that:**

- i. The post of part time Box Office Supervisor be deleted from the current establishment list.
- ii. A new position of part time Technical /Duty Officer be added to the existing establishment, utilising the same salary and budget line.
- iii. Delegated authority be passed to the Deputy Chief Executive to prepare a job description, to engage the job evaluation process on the position and to commence a recruitment process as soon as possible.

**54. PERSONNEL SUB-COMMITTEE GOVERNANCE**

Councillors received a report from the Chief Executive asking them to consider the following:

- a. Whether the Personnel Sub-Committee should become a standing committee of the Town Council.
- b. In the event that the Personnel Sub-Committee recommends to the Standing Orders Working Party that the Personnel Sub-Committee should become a standing committee, to determine if the Committee should continue with seven Councillors, or whether it should have twelve Councillors, as with the Councils other standing committees.
- c. In the event that the Personnel Sub-Committee recommends to the Standing Orders Working Party that the Personnel Sub-Committee should become a standing Committee, to determine the regularity that the Committee meets to transact business.
- d. Whether the Personnel Sub Committee are supportive of a change in name from the 'Personnel' to 'Human Resources'.

Councillors discussed the proposals and were in agreement that the changes, as proposed above would give the committee validation and would remove any ambiguity over its responsibilities.

It was proposed that the membership be limited to a maximum of nine Councillors and the committee would meet a minimum of four times per year, meetings would continue to be at 4pm on a Thursday. Political proportionality would not apply to this committee.

**RESOLVED that:**

- i. The Personnel Sub-Committee become a Standing Committee of the Council.
- ii. The Personnel Sub-Committee be renamed Human Resources Committee.
- iii. The membership of the Human Resources Committee to consist of a maximum of nine Councillors.
- iv. Political proportionality would not apply to this committee.
- v. The committee would meet a minimum of four times per annum.
- vi. That the above recommendations be presented to the next meeting of the Standing Orders Working Party for consideration as an amendment to the existing committee structure within Standing Orders.

**55. DATE OF NEXT MEETING**

The next meeting would be held on Thursday 7<sup>th</sup> June 2018.

**56. EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED that:**

“The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960 s.1 (sub section 2) as amended by the Local Government Act 1972 s.100 and also from any items on the agenda which are deemed to relate to Exempt Information as defined by the Freedom of Information Act 2000”.

**57. TO RECEIVE AN UPDATE ON ANY MATTERS RELATING TO STAFF WELFARE, DISCIPLINARY, GRIEVANCE OR COMPLAINTS**

Councillors were given a verbal update from the Deputy Chief Executive on a resignation that had been received and what measures were being put in place to recruit a new member of staff.

The meeting closed at 4.55pm.

PLEASE NOTE: While every attempt has been made to ensure the accuracy of these minutes they are still subject to confirmation at the next meeting of the Committee and as such cannot be construed as an official record of this meeting until signed by the Chairman.

Signed by the Chairman:

Date:

DRAFT