

# DEREHAM TOWN COUNCIL

24th October 2023

At a meeting of the **Personnel** Committee held on Tuesday 24th October 2023 at Dereham Memorial Hall.

**Present** Councillors K Cogman (Vice Chairman), S Green and H King.

Also present: Town Clerk Tony Needham and Deputy Town Clerk Jillian Barron.

1. **To receive apologies for absence.**

Apologies for absence were received from Councillors H Jones-Seymour and L Monument.

2. **Declaration of Interest.**

There were no declarations of interest.

3. **To elect a chairman.**

Councillor K Cogman proposed Councillor H Jones-Seymour, this was seconded. There were no other nominations, it was agreed that Councillor H Jones-Seymour be Chairman of the Personnel Committee.

4. **To elect a Vice Chairman.**

Councillor H King proposed Councillor K Cogman, this was seconded. There were no other nominations, it was agreed that Councillor K Cogman be Vice Chairman of the Personnel Committee.

5. **Exclusion of press and public**

Proposed by Councillor K Cogman, seconded by Councillor S Green it was agreed to pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.

6. **Update on staffing.**

The Town Clerk gave a verbal update on progress in freeing up staff time through mechanisms such as remote setting of Memorial Hall alarm and employing cleaners for a few hours at weekends to free up staff time during the week.

7. **To consider recruiting for vacant admin post.**

The committee recommended that the Town Council advertise for a full-time admin post which would amalgamate the Community Car scheme Co-ordinator post with the vacant admin post.

Over the next six months the Clerk would consider ways free up staff time to allow more focus on areas currently needing greater attention. Options

would be brought back to a personal meeting in 6 months.

8. **To consider recruiting for outside staff.**

The committee recognised that the demands and responsibilities for this new post are of such a high level it was recommended the post be regraded to SC13-23 and a full-time position be advertised at this grade.

The committee also recommended that existing outside posts be evaluated to see if the existing job description matched the demands and responsibility now required and where necessary the post be regraded accordingly, but not to be graded over SC23.

The costs for these changes would come from the budget allocated from a now redundant management position.

9. **To discuss flexible working.**

The committee discussed flexible working and it was agreed that the Town Clerk should look into what the minimum staffing level in the office would be before any flexible working would have a detrimental effect on business efficiency.

**Chairman**