

DEREHAM TOWN COUNCIL

2nd February 2021

At a virtual meeting of the **Personnel** Committee held on Tuesday 2nd February 2021.

Present Councillors H King (Chairman), S Green and L Monument.

Also present: Town Clerk Tony Needham, Councillors C Bunting and P Morton.

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

There were no apologies for absence.

2. **Declaration of Interest.**

There were no declarations of interest.

3. **To elect a Chairman.**

Councillor L Monument proposed Councillor H King, seconded by S Green. There were no other nominations, it was agreed that Councillor H King be Chairman of the Personnel Committee.

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

Councillor L Monument proposed Councillor S Green, seconded by Councillor H King. There were no other nominations, it was agreed that Councillor S Green be Vice Chairman of the Personnel Committee.

5. **To review the staff recruitment and selection process.**

The Committee recommended that the recommendations within the review be agreed subject to the following changes.

- Under core values include, flexibility and the ability to share work in a small team.
- Under interview include “what would you do if...” type questions
- Under recommendation 5 change to a maximum of 4 Councillors on interview panel for Clerk
- Under references include option to take up references for people volunteering experience if they have a short work history.
- That when a candidate is appointed, they are introduced to the Chairman of Personnel who will report to full Council
- That greater weighting should be given to qualifications score, acknowledging that the independent person may well suggest adjusting the weighting.

Councillor L Monument would review the wording for the Independent Person’s Terms of Reference, outside the meeting.

6. **To review the person specification for the vacant admin post.**
The committee reviewed the person specification and were happy with the amendments, and asked that numeracy be included as a core skill.

7. **To discuss recruitment timetable.**
The committee discussed the problems of recruiting, inducting and training new recruits during lockdown and while there is a COVID risk.

The committee requested that the Clerk give some thought to the possibility of recruiting and training new staff while there are COVID restrictions in place. If it was not possible to start the recruitment process before the beginning of March, to bring a report updating the Council of the situation to the March full Council meeting.

8. **Exclusion of Press & Public**

Proposed by Councillor H King, seconded by Councillor L Monument 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.

9. **Verbal update on current staffing matters.**
The committee were given an update on particular staff matters.

10. **To consider policy on appraisal questions.**

The Committee recommended that as part of the annual staff appraisal process all staff are asked about their work plans in the short-, medium- and long-terms and how they view their contribution to the organisation. This would allow managers to plan and assess staff training needs.

11. **To consider making temporary admin officer permanent.**

The Committee recommended that the current admin officer employed on a temporary contract since July be made permanent.

12. **To consider staff breaks.**
On considering the working conditions and environment for the outside staff.

The Committee recommended that outside staff are to be offered a 15-minute break during the work day. If a member of staff requires additional breaks due to health or disability, that this would be considered on a case-by-case basis.

13. **To consider the administration of awarding increments.**
On reviewing the current practice of awarding annual increments.

The Committee recommended that:
Where the Clerk feels that performance has excelled and an additional increment is merited, a report is presented to the Chairman of Personnel and the Mayor, before the decision is made.

Where the Clerk feels that performance is such that an increment should not be awarded then, the individual concerned should have been given notice of their performance and been given the chance to improve performance. If performance has not improved, a report is presented to the Chairman of Personnel and the Mayor, before the decision is made not to award an increment. Where an increment is not awarded, the employee is provided with details of the appeals process, including the deadline for appealing.

In both cases the Clerk will discuss the appropriateness of reporting the decision to Council at the end of the appeals process.

14. **Leave carryover due to COVID -19**

On considering the staff demands during the last year, and with reference to The Working Time (Coronavirus) (Amendment) Regulations 2020 amends the Working Time Regulations 1998.

The Committee recommended that the Clerk and Deputy Clerk be permitted to carry over more than 20 days leave, provided that the accrued leave along with leave entitlement for 2021 and 2022 be reasonably evenly spread throughout those years.

Chairman