

**UNADOPTED
POLEGATE TOWN COUNCIL**

PERSONNEL COMMITTEE

Minutes of the meeting held on Friday 21st October 2016, Council Chambers, 49 High Street, Polegate at 9.45 am

Present: Cllrs Mrs C Berry, Ms A Snell, D Watts, Mrs M Piper, M Falkner, B Goodwin (6)

Not Present: Cllr T Bennett, D Shing, Mrs S Dobson (3)

No Members of the public

Minute No	Subject/Resolution	Action
11873	Opportunity for Public Comment None	
11874	Apologies for absence Cllrs T Bennett, Mrs S Dobson, D Shing	
11875	Declarations of interest in any matters on the agenda None	
11876	Minutes of Meeting 24th June 2016 (already adopted) The minutes were agreed signed as accurate by the chair VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, Mrs M Piper, M Falkner, B Goodwin	
11877	Personnel Budget 2017/18 It was resolved to recommend the personnel budget to finance and full council as presented. VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, Mrs M Piper, M Falkner, B Goodwin	
11878	Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (staff details and office organisation) It was resolved that in pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted (staff will be discussed and office organisation) VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, Mrs M Piper, M Falkner, B Goodwin	
11879	Consultancy Increase for 2016/17 from pensioners ers budget It was resolved to move the pension ers budget sum to the ear marked reserve for consultancy staff (£2150 from 4008 to 4014) VOTE all in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, Mrs M Piper, M Falkner, B Goodwin	
11880	Other staff matters for information only. It was discussed about the request for work experience. It was agreed that the clerk would be delegated to allow work experience if it were appropriate. Discussions on the age range and legalities took place and the clerk stated that the committee could recommend in liaison with the chair and vice chair of personnel. She would also keep the whole committee informed about the selection system in order that this could be used for potential university, college and school students. They would be selected on skills levels and there would be a system of selection, as the clerk was obliged to show reasons for or against selection as part of the delegated process. It was also agreed that	

	as part of the review that was being carried out by the clerk, the chair and vice chair of personnel the scoring system would be included as part of the job description and person specification. <u>It was recommended that the clerk be delegated in liaison with the chair and vice chair of personnel to allow work experience for the council and obtain the necessary disclosures for the staff should that be required.</u>	
--	--	--

The meeting closed at 10.05 am