

**CONFIDENTIAL
UNADOPTED**

POLEGATE TOWN COUNCIL

PERSONNEL COMMITTEE

Minutes of the meeting held on Tuesday 4th October 2011, 49 High Street, Polegate at 2.15p.m.

Present: Cllrs Mrs J Voyce, M Cunningham, Mrs C Berry, J O’Riordan, R Martin,

Not Present: Mrs M piper (ex officio), T Voyce (ex officio)

9911 Apologies for Absence:

Cllrs Mrs M Piper, T Voyce

9912 Declarations of Interest in any matters on the agenda:

Cllr M Cunningham item 9915b non prejudicial (Cllr Cunningham agreed to leave the room if matters discussed became prejudicial.)

9913 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.

RESOLVED pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential [staffing] nature of the business to be transacted. VOTE All in favour

9914 Staffing Matters

a) Cleaner/key holder contract

It was recommended to issue Mrs Webb the new amalgamated contract as agreed and for the clerk to sign on behalf of the council. VOTE All in favour

b) General Staff update

The new minimum wage had been circulated prior to the meeting. It was agreed that the new rate would be paid to the temporary assistant.

A discussion took place on the huge workload currently being experienced in the office. Budgets were discussed and the possibilities of employing further members of staff. Tasks were discussed and the clerk was asked to look at what

areas of her work could be delegated legally. The clerk was asked to find out about drafting a job description for a new member of staff should the monies be found after discussion with the lead Councillor for Finance who she was meeting that week. The possibility of using the offices at Wannock were discussed and the potential increase in staff workloads should this be agreed.

The committee agreed that if the Council decided to rent/hire the offices at Wannock they would support the idea in principal, subject to the need for additional staffing hours and subject to budgetary constraints and conditions for use. VOTE All in favour

The committee discussed the fact that the office was up to maximum capacity and overtime was not the answer. The office could use more staff immediately. Meetings were discussed and the huge amount of extra work with the new advisory committees and legal agendas that have to go out. The possibility of amalgamating the committees was discussed and it was suggested that this be discussed at full council.

The committee agreed that it would be a good idea subject to budget that they actively recruit another member of staff at 20 hours per week. The clerk was asked to look at whether there was a legal necessity of having a specific job description for minutes and other legal work. Any person would be required to take CiLCA or similar. Councillors agreed to consider reducing the workload of the staff at the present time. The closing of the office for two days a week was discussed.

The clerk stated that she thought residents would not be happy and although this would assist the office the service to the community would be reduced.

It was agreed that groups that hired the rooms upstairs caused extra work and it should be considered to stop some groups using the room and with CAB to ask them to provide a reception service as dealing with CAB clients also used up a lot of office time whilst they waited seeing the volunteer.

A motion was put to close the office two days a week to all to allow the office to catch up on their workload. VOTE 2 in favour 2 against 1 abstention. Casting vote against. Motion lost.

It was recommended that council should make provision in next years budget for a new member of staff at 20 hours per week plus adjust budgetary figures for items that would be unused this year to allow for a 20 hour per week member of staff . VOTE All in favour

It was agreed that a group of councillors may be able to assist in the recruitment of the new member of staff.

The clerk was asked to check the legalities of changing advisory committees to working groups and report back to council.

The meeting closed at 16.15pm