



MANNINGTREE TOWN COUNCIL

APPROVED

**Minutes of the Personnel Committee Meeting
held in the Community Room on
Wednesday 4th May, 2016 at 2:00 p.m.**

Present: Cllr. R. Stocks (Chair) Cllr. Morsley
Cllr. M. Taylor Cllr. Hughes-Stanton
In attendance: Mrs. L. Djuve-Wood (Clerk)

1). Election of Committee Chairman

Cllr. Morsley proposed Cllr. Stocks. Seconded by Cllr. Taylor and agreed unanimously.

2). Apologies for Absence

There were no apologies for absence.

3). Declarations of Interest

There were no declarations of interest.

4). Open Session. To give members of the public the opportunity to express views or ask questions

There were no members of the public present.

5). To discuss and review employee contracts

The clerk was asked to ensure that both contracts are consistent in terms of grievance, discipline, health & safety and training & development policies and procedures. **Action: Clerk**

6). To discuss and agree on an annual review procedure

The clerk was asked to add an addendum to Mr. Mills and her contracts stating that an annual review shall be carried out in October and December respectively by members of the personnel committee.

Action: Clerk

7). To discuss holiday / sick leave procedure

It was agreed that holiday requests are to be submitted in writing to the members of the Personnel Committee. Cllr. Morsley agreed to deal with any urgent council matters whilst the clerk is off duty. The clerk was also asked to ensure the handyman uses his holiday entitlement. **Action: Clerk**

8). To review the council's grievance procedure

The clerk was asked to produce a document detailing the council's grievance procedure. **Action: Clerk**

9). To review the council's complaints procedure

The clerk was asked to produce a document detailing the council's complaints procedure. **Action: Clerk**

10). To review the council's disciplinary procedure

The clerk was asked to produce a document detailing the council's disciplinary procedure. **Action: Clerk**

11). To discuss health and safety requirements for the handyman

The clerk reported that having consulted the EALC there is no immediate need for the handyman to attend any health and safety training in order to pick up litter and carry out basic weeding. The EALC hosts a health and safety training course once a year, with the next one most likely to be hosted next year. The clerk was asked to ensure the handyman has all the tools he require, including a sweeper as any broken glass should not be picked up by hand. **Action: Clerk**

12). To discuss training requirements for employees and members

The clerk needs to obtain 12 CPD points each year in order for the council to qualify as a quality council. She was asked to put together a training program in order to achieve this and to look at completing the

CILCA. Councillors can request to attend any training courses as and when they are of interest and considered a benefit to the council.

Action: Clerk

13). To discuss equipment required for employees to carry out their duties

The council is in the process of purchasing a council owned PC. The clerk was also asked to contact the handyman and ensure he has all the equipment he requires to carry out his duties effectively and safely.


Action: Clerk

14). To consider reply to EALC personnel survey

The committee considered the survey and asked the clerk to respond accordingly.

It was agreed that the Personnel Committee is to meet bi-annually with the next meeting to be arranged for the 17th November prior to any Planning Committee meeting and the Full Council meeting.

There being no further business Cllr. Stocks closed the meeting at 2:48 p.m

Signed..........

Dated.....15.9.16.....