

Minutes of a meeting of the **Personnel Committee** of **Bingham Town Council**, held in The Old Court House, Church Street, Bingham, on **Tuesday, 3rd January, 2017**, at **7.15 p.m.**

PRESENT:

Councillor R. Bird
“ Mrs. J. Costello
“ A. Harvey
“ Mrs. S. Hull
“ Mrs. E. Hutchison
“ Mrs K Vallance

Also in attendance:

Councillor Mrs. A. Langford
“ G. Davidson
“ F. Purdue-Horan
“ A. Shelton
“

1.00 APPOINTMENT OF CHAIR:

Councillor Mrs. K. Vallance, was **Proposed** by Councillor Mrs. E. Hutchison and **Seconded** by Councillor R. Bird.

Councillor Mrs. K.Vallance was, therefore, duly elected as Chairman for the rest of the ensuing year.

2.00 APPOINTMENT OF VICE CHAIR:

Councillor R. Bird, was **Proposed** by Councillor Mrs. E. Hutchison and **Seconded** by Councillor Mrs. K. Vallance.

Councillor R. Bird was, therefore, duly elected as Chairman for the rest of the ensuing year.

3.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:

An apology for absence and acceptance was received and accepted from Councillor J. Stockwood.

4.00 DECLARATIONS OF INTEREST:

No declarations of interest.

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5.00 TERMS OF REFERENCE:

The Initial Terms of Reference, agreed at the meeting of The Council on 1st November 2016, were handed out to members (Appendix 'A' Folio 8529)

6.00 PROGRAMME OF SCHEDULED MEETINGS:

The programme of scheduled meetings included in the Initial Terms of Reference (Appendix A) were noted. It was also noted that the Chairman would also call other meetings if required to meet the Councils needs.

7.00 REVIEW OF PERSONNEL POLICIES AND PROCEDURES:

The main policies and procedures noted for discussion and updating or implementation were:

Lone Working, Health and Safety, Staff Welfare, Bullying and Harassment, Stress in the Workplace, Whistle blower Policy, Grievance Procedure, Equal Opportunities and a Review of Staff Handbook.

It was **AGREED** that this would be **referred** to the next meeting of the Personnel Committee.

8.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

PRIOR TO THE COMMENCEMENT OF THE FOLLOWING BUSINESS, THE FOLLOWING RESOLUTION WAS PROPOSED, SECONDED AND CARRIED:

“In view of the confidential nature of the business about to be transacted, the Press and public be excluded from the remainder of the meeting.”

The following matters were discussed:-

- 01 UPDATES ON COMPLAINTS AND GRIEVANCE MATTERS**
- 02 STAFFING ISSUES**
- 03 IT RELATED ISSUES**

As there was no further business to discuss, the meeting closed at 9.12 p.m.

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CHAIRMAN.

Date:

PERSONNEL COMMITTEE 3RD NOVEMBER

INITIAL TERMS OF REFERENCE

1.0	Purpose of Report
1.1	To note the terms of reference of the newly established Personnel Committee
2.0	Recommendations
2.1	It is recommended that the Committee keep the Terms of Reference under observation and, dependent upon need, recommend any changes to Full Council.
3.0	Background
3.1	At the meeting of Council on 1 st November 2016 the Council agreed amendments to Standing Orders to allow the establishment of a Personnel Committee. On 13 December, Council confirmed the membership of the Committee and agreed initial dates of meetings between January and May 2017.
4.0	Terms of Reference
4.1	Responsible for: Terms and conditions of employment for employees Pay reviews Overtime Monitoring Co-ordinating complaints, grievance and other work Updating and issue of staff handbook
4.2	It is recommended that the Committee keep these terms of reference under review and suggest any changes it feels appropriate to Council.
5.0	Committee Membership
5.1	Mayor (ex officio) Deputy Mayor (ex officio) Cllr Bird (TC Line Manager) Cllr Mrs Costello Cllr Mrs Hull Cllr Mrs Hutchison Cllr Mrs Vallance
5.2	The meeting will be serviced by the Town Clerk or such other member of staff that she delegates
6.0	Meeting dates
6.1	Dates set between January and May 2017 as follows: 3 rd January 24 th January 7 th March 18 April
6.2	The Chairman to call such other meetings as may be required to meet the Councils needs